

Business What to Bring List

<u>Gross Receipts Or Sales</u>			_____
If you received a 1099 we need you to bring it.			
If you have inventory complete this section:			
~ Inventory on 12/31/2013 (IRS requires inventory)			
~ Inventory on 12/31/2014 (IRS requires inventory)			
~ Cost of items purchased			
~ Cost of items withdrawn for personal use			
<u>Expenses</u>			
1. Advertising			
2. Auto or Truck Business Mileage*			
*IRS requires you to keep a timely log of each trip's mileage, time, place & purpose. We have free logs for you.			
3. Interest & Excise Tax on Vehicle			
4. Contract Labor Paid (if paid over \$600 we need name, address & SS # as must send 1099.)			
5. <u>Equipment, Tools, Improvements or Property Purchased</u>			
Date put in service	Item	Cost	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
6. <u>Equipment, Tools, Improvements or Property Sold or Traded</u>			
Date	Sold or Traded	Item	Cost
_____	_____	_____	_____
_____	_____	_____	_____
7. If new client, need last year's depreciation schedule.			
8. Insurance (All but owner's health insurance)			
9. Owner's Health Insurance (Medicare & Pension)			
10. Loan Interest (Can include credit cards interest if used exclusively for business.)			
11. Legal & Professional Fees			
12. Office Supplies & Postage			
13. Rent or lease of equipment or vehicles			

14. Rent or lease of real estate	
15. Repairs and Maintenance Repair Vs. Improvement: A repair keeps an item in working order, but doesn't prolong its life. An improvement prolongs the life of the item or adds additional value.	
16. Supplies	
17. Taxes & Licenses	
18. Overnight Travel Costs	
19. Meals & Entertainment	
20. Utilities: Gas, water, sewer, electric, cable	
21. Employee wages	
22. Business % of cell phone & internet	
23. Other Expenses: _____ _____	
24. Exclusively used office in home: Sq feet ~ A home office must be exclusively and regularly used for your principle place of business or to manage it. ~ Storage and separate structures don't need exclusive use.	
Mortgage Interest paid on home	
Real Estate Tax	
Insurance	
Utilities that pertain to office	
Repairs & Maintenance that affect office	
Other: _____	