

## Corporations and Partnerships (Forms 1120, 1120S & 1065) *Checklist of Documents Needed*

Note: for 1st-time customers, please bring prior year taxes

### Gross Income

- List of bank deposits
- All 1099s
- Other income (interest etc.)

### Cost of Goods Sold

- Beginning inventory
- Ending inventory
- Tools and Materials
- List of assets (cost & date acquired)

### Self Employed Expenses

- Advertising & Promotions
- Bad Debt

### Auto Expenses

- Model and make of auto
- Date car purchased
- Total gas purchases
- Total tolls paid for business
- Auto insurance
- Interest of auto loan Parking expenses
- Repairs & maintenance

### Auto Expenses / Business Mileage

- Mileage log or register
- Total miles driven
- Business miles driven
- Total tolls paid for business

### Bank service charges

- Merchant fees for your credit card sales
- Service charges from bank statements

### Legal and Professional Fees

- Accounting & Taxes Services
- Other Professional Fees
- Salaries & Wages
- Sub-contractors payments; 1099's
- Commissions paid
- Company paid FICA
- Federal & State unemployment paid
- Worker's compensation paid
- Taxes & Licenses

### Office Expenses

- Materials & Supplies
- Postage and shipping
- Customer gifts
- Software purchases

- Dues & subscriptions
- Internet service
- Web site hosting, design, and domain registration
- Cell Phones
- Telephone
- Office utilities: electricity, water
- Office & Equipment Insurance
- Answering services
- Education & Seminars (related to business)

## Rent/Lease Business Space / Property

- Business Property Taxes
- Office rent
- Rent/Lease Business Equipment
- Rent or lease of storage facilities
- Repairs and Maintenance of business space
- Repairs and Maintenance of equipment

## Travel expenses

- Parking and tolls for business travel
- Meals & Entertainment
- Hotel, air and bus fares, taxis

## Home Office/Business Expense

- Total square feet of home
- Total square feet of office
- Mortgage interest
- Real estate taxes
- Home Utilities
- Home repairs & maintenance
- Home insurance
- Repairs/Maintenance in office area
- Month/Year Home First Used for Bus.