

## What should I provide for my business tax return?

- Gross receipts from sales or services (*Form 1099-K or 1099-Misc*)
- Business checking/savings account interest (*1099-INT or statement*)
- Other income
- Inventory on hand (*cost*) at December 31st
- Inventory purchases
- Amount used for personal purposes
- Materials & Supplies
- Business trip (*mileage*) log
- Amounts paid to subcontractors (*Form 1099-Misc*)
- Asset Information
- Purchases over \$2500 with cost & first date of business use
- Sales price & disposition date of any assets sold
- Interest expense from bank loans, business loans, mortgages, and credit cards
- Rent expense
- Office-in-home info
- Square footage of office space and total square footage of home
- Mortgage interest or rent paid, insurance, and utilities
- Cost of home, separate improvements and first date of business use
- Wages paid to employees (*Forms W-2 and W-3 and Federal and state payroll returns-Forms 940, 941, etc*)
- Estimated tax payments made
- Health insurance premiums paid
- Meals and entertainment expenses
- Payments to retirement plans
- Any other ordinary and necessary business expenses
- Tax returns & depreciation schedules from the past 2 years, if this is your first visit