

INFORMATION FOR BUSINESSES

Description:	Items needed:	Notes:
Accounting Software	Name of software or login info for QuickBooks Online	
Business Contacts	Information for partners / officers	
Business Income	1099-K, 1099-NEC, 1099-Misc and/or total income amount	
Business Interest Expenses	Total amount by loan	
Business Interest Income	1099-INT, 1099-B, consolidated 1099 form or bank statement.	
End of the Year Inventory	Total cost	
Inventory Purchases	Total cost	
Assets Acquired	List with the description, cost of each asset and the first date of business use	
Assets Sold	List with the sales price of each asset sold and disposition date	
Office-in-Home Property	Cost of the home, first date of business use, square footage of office space and total square footage of home	
Office-in-Home Expense	List with the total mortgage interest, insurance, and utility amounts paid	
Office-in-Home Improvements	List of improvements with total expenses	
Employee Wages	W-2, W-3, 940, 941, 1099-NEC	
Employee Expenses	List of benefits with the total amounts paid	
Business Mileage	Total mileage breakdown between personal & business for the calendar year	
Personal Use	List of uses with percentage amount of asset	
Health Insurance	Total amount	
Supplemental Insurance	Total amount	
Meals Expenses	Total amount	
Entertainment Expenses	Total amount	

OTHER BUSINESS EXPENSES

*Listed below are common business expenses. Please provide the total amount of each type or add totals for others.

Description:	Items needed:	Notes:
Rent	Total amount	
Utilities	Total amount	
Materials / Supplies	Total amount	
Advertising / Marketing	Total amount	
Office Supplies	Total amount	
Telephone / Internet	Total amount	
Bank Charges / Credit Card Fees	Total amount	
Legal / Professional Fees	Total amount	
Software	Total amount	
Travel	Total amount	
Training / Professional Development	Total amount	
Dues / Subscriptions	Total amount	
Licenses	Total amount	
Uniforms	Total amount	
Donations through Business	Total amount	
Repairs	Total amount	
Other Purchases over \$1500	List items separately	
Other	Total amount	

RENTAL PROPERTY

Description:	Items needed:	Notes:
Sell, purchase, exchange, or refinance	Closing documents, cost basis, improvements and date acquired	
Mortgage interest	1098	
Property taxes	Documentation of taxes paid	
Excise tax	Vehicle registration or receipt	
Large purchases	Receipt of purchase	
Rental property purchase	HUD documents	
Rent expense	Total amount	
Home improvements (other)	List of improvements with total expenses	