

## Small Business Income Tax

### Income:

- Gross receipts from sales or services
  - Sales Records
  - Inventory (if applicable)
    - Beginning inventory at cost
    - Inventory purchases
    - Ending inventory
- Returns and allowances
- Business checking/ savings account interest (1099-INT or statement)
- Other Income

### Expenses:

- Advertising
- Transportations : Auto and truck expenses
  - Local transportation
  - Business trip (mileage) log
  - Contemporaneous log or receipts for public transportation, parking and tolls.
- Travel and accommodations, away from home
  - Airfare or mileage/actual expense if drove
  - Meals, tips etc.
  - Taxi, Uber, Ride etc.
  - Internet connection (hotel, internet, cafe' etc.)
  - Other
- Fringe Benefits
  - Employer-paid health insurance premiums
  - Employer paid HAS contributions
  - Employer-paid pension/profit sharing contributions
- Business Insurance
  - Casualty loss insurance
  - Errors and omissions
  - Other
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- Interest expense
  - Mortgage interest on building owned by business
  - Business loan interest



## Small Business Income Tax

- Legal Fees and Accounting Fees
- Office Supplies
- Rent and Business Lease Expenses
  - Real Estate
  - Equipment rent/lease
- Commissions paid to Subcontractors
  - File Form 1099-MISC and 1096 as necessary
  - Provide W9s
- Equipment
  - Cost and acquisition date of assets
  - Sales price and disposition date of any assets sold
- Wages paid to employees
  - Form W-2 and W-3
  - Federal and state payroll returns (Forms 941, etc.)
- Office-in-home
  - Square footage of office space (hours of use for daycare business, only square footage is required for the new standard office-in home deduction)
  - Total square footage of home (not applicable for daycare business)
  - Mortgage interest or rent paid
  - Utilities
- Other expenses
  - Repairs, maintenance of office facility, etc.
  - Business Meals/ Entertainment
  - Software/Internet
  - Office phone
  - Cell phone
  - Professional fees
  - Other business related expenses
  - Equipment purchases
  - Any other business related expenses

Any taxes not paid by IRS deadlines are subject to late payment penalties and interest.

*Minimum guideline listed above, accountant may request further information as needed.*