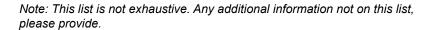
Income Tax Checklist For Businesses





Business Name and EIN #:					
Address: _	s:			Phone:	
-					
Check When Completed					
Sales / Accounts		Gross Sales		Inventory- Beginning Balance	
		Interest on loans/bank accounts		Returns	
		Statements of ending balances for		Purchases	
۸ /		all loans and bank accounts		Damaged Merchandise	
les		1		Expired Items	
Sa				Ending Balance	
ស្គាំ អ្ន Bank Statements					
Reports, Docs, & Statements		Credit card statements			
ts, I		Documentation for purchases of new assets			
oord		Loan papers for any new loans			
Rel & S		Payroll reports			
Please provide last 2 year's tax return					
New Client	Provide Personal Property Tax Return from				
- O Flovide Fersonal Floperty Tax Neturn Hom					
a)		Homeowners Dues			
Home Office		Insurance			
Ö		Repairs/Maintenance Costs			
Ĭ ŭ		Size of office (sq. footage)			
≚		Total sq. footage of home:			
Utility Bills					
Expenses Related to Business:		Advertising		Pension & Profit Sharing	
		Car/Truck Expenses		Postage	
	_	Commissions & Fees		Receipts/Sales	
		Employee Benefits		Rent or Lease	
		Insurance		Repairs & Maintenance	
	<u> </u>	Interest		Taxes & Licenses	
		Internet Service		Telephone	
		Legal & Professional		Travel & Meals	
		Mileage		Utilities	
	ı	Office Expense	l	Wages	