

BUSINESS INFORMATION CHECKLIST

**Provide all forms that apply to you.
Keep all receipts to verify deductions.**

	Business Income
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Gross Income

Form K-1 - from partnership/corporation entity is involved with

Form 1099misc - Independent Contractor income

Form 1099K - from credit card companies

	Provide one of the following:
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Quickbooks Accountants copy
Profit & Loss Detail Report, Balance Sheet Detail Report, & Transactions Detail by Account Report
Log Book with income & expenses totaled by category
Other

	Business Expenses
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- Advertising
- Auto expenses
- Auto mileage for business & total for vehicle
- bank charges
- business insurance
- cleaning & laundry
- commission & fees
- computer & internet
- dues & subscriptions
- equipment rental
- interest
- legal & professional
- licenses
- meals & entertainment
- meetings & training
- merchant fees
- office expenses
- Payroll fees
- payroll taxes
- postage & delivery
- promotions
- property tax
- registration & application fees
- rent
- repairs & maintainence
- Returns or allowances
- salaries & wages
- sales expenses
- sales tax if included in income
- security
- small tools & equipment
- software
- storage
- supplies
- telephone
- travel

	Office in Home
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home owners insurance or renters insurance
security
utilities
mortgage interest
property tax
repairs & maintenance
rent if do not own
other

Is this the first year claiming office in home
Has % of space used for home office changed