

## Information Needed to Prepare A Business Tax Return

1. Prior year tax returns for any new client as well as a current depreciation schedule for the prior preparer. (If you are a brand new business you will not have this information)
2. Organizational/Incorporation documents
3. Owners, partners, shareholders
  - a. Name
  - b. Address
  - c. Social Security Number
  - d. Percentage of ownership or number of shares
4. Operating Agreement for any LLC
5. 1099s income you received
6. A copy of your QuickBooks file, if you use this method of accounting
7. Any spreadsheets you might use, if you use this method of accounting
8. A list of all assets as well as information that you sold, purchased, or traded or bartered
  - a. Vehicle
  - b. Equipment and tools
  - c. Office Furniture
  - d. Software
9. Any Lease agreement (Original showing date lease began, what is being leased, terms of lease and buyout options, if any)
10. All payroll information
  - a. Wages paid
  - b. 941 Forms (Quarterly)
  - c. ESC Forms (Quarterly)
  - d. 940 Forms
11. Advertising
12. Bank Fees
13. Professional Fees
  - a. Legal
  - b. Consulting
  - c. Accounting
  - d. Surveyor
14. Insurance
  - a. Workman's Comp
  - b. General Liability
  - c. Property
  - d. Health
  - e. Life
15. Interest Paid
  - a. Loans
  - b. Credit Cards
16. Employee Benefits

- a. Profit Sharing
- b. Pensions
- 17. Office Expenses
- 18. Equipment Rental
- 19. Repairs & Maintenance
- 20. Supplies
  - a. Office
  - b. Shop
  - c. Costs of Goods
- 21. Property Rental
  - a. Office
  - b. Storage
- 22. Tools and Machinery purchases
- 23. Taxes and Licenses
- 24. Travel and Lodging
- 25. Meals and Entertainment
- 26. Utilities
- 27. Phones
  - a. Office
  - b. Cell Phones (need to break out personal usage)
- 28. Postage and Delivery
- 29. Printing and Reproductions
- 30. Dues, Subscriptions and Memberships
- 31. Internet/Cable
- 32. Uniforms
  - a. Work gloves
  - b. Boots
  - c. Shirts
- 33. Gasoline/Diesel
  - a. Regular travel
  - b. Equipment
- 34. Personal Development
  - a. Seminars
  - b. Education
  - c. Conventions
- 35. Truck Drivers—we need daily log books
- 36. Home Office Expenses
  - a. Total square footage of home
  - b. Total area used for home office
  - c. Utilities
  - d. Insurance
  - e. Mortgage Interest
  - f. HOA
  - g. Repairs