



Ron Harris, CPA

Business Tax Checklist

Tax Year

2018

Profit & Loss Statement for

(Company Name)

Please check box if filing as a Subchapter S Corporation

Gross Receipts or Sales	\$ _____	Product Purchases for Resale	\$ _____
EXPENSES		Inventory Balance at 12/31	\$ _____
Accounting	\$ _____	Parking & Tolls	\$ _____
Advertising/Marketing/Promo.	\$ _____	Payroll (Salary/Wages)	<u>Provide W3 & Summary</u>
Auto & Truck Expenses	<u>See Next Page</u>	Payroll-Officers/Owner	<u>Provide W2 (Owner)</u>
Bad Debts	\$ _____	Postage	\$ _____
Bank Charges	\$ _____	Printing	\$ _____
Commissions Paid	\$ _____	Rents (Office/Equip.)	\$ _____
Debt Forgiveness	\$ _____	401(k)/SEP Contributions	\$ _____
Delivery & Freight	\$ _____	SIMPLE-IRA Contributions	\$ _____
Dues & Subscriptions	\$ _____	Obsolete Inventory/Shrinkage	\$ _____
Education & Certifications	\$ _____	Repairs & Maintenance	\$ _____
Employee Benefit Programs	\$ _____	Security	\$ _____
Gifts (Business)	\$ _____	Supplies	\$ _____
Insurance		Taxes	
Liability Insurance	\$ _____	Payroll Taxes	\$ _____
Health Premium Employees/Owner	\$ _____	Property Taxes	\$ _____
Key-Person Life Insurance	\$ _____	State Taxes	\$ _____
Workers Comp. Insurance	\$ _____	Telephone (Cell)	\$ _____
Interest Expense	\$ _____	Telephone (Landline)	\$ _____
Internet Access	\$ _____	Tools & Equipment	\$ _____
Janitorial	\$ _____	Travel	\$ _____
Laundry & Cleaning	\$ _____	Airfare	\$ _____
Legal & Consulting Expenses	\$ _____	Hotel/Lodging	\$ _____
Licenses & Permits	\$ _____	Transportation	\$ _____
Meals (Business-related)	\$ _____	Uniforms	\$ _____
Office Supplies	\$ _____	Utilities	\$ _____
Outside Services	\$ _____	Website Expenses	\$ _____

Purchase Date of Assets	Description of Assets(Attach separate list or QB file)	Amount
_____	_____	\$ _____
_____	_____	\$ _____

Please Provide Cash Balance of Business Checking Account and Liability/Debt Balances as of 12/31:

Business Checking	\$ _____	Vehicle Loans Payable	\$ _____
Accounts Payable	\$ _____	Equipment Loans Payable	\$ _____
Credit Cards Payable	\$ _____	Other Debt	\$ _____



Business Tax Checklist - Continued

The information below has to be completed in order to deduct your automobile expenses

Did you dispose of a vehicle used for business/work this year? Yes No
 If yes, how much did you receive from sale or disposal of vehicle? \$ _____

Automobile Expense Worksheet

	Year	Make	Model
Vehicle 1	_____	_____	_____
Date of purchase	_____	<i>(Please provide purchase documents.)</i>	
Cost of vehicle	\$ _____	Sales Tax Paid if New	\$ _____
Total miles - (Jan-Dec)	_____		
Business miles - (Jan-Dec)	_____		

Is this a leased vehicle? Yes No
 Lease payments (Jan-Dec) \$ _____

Vehicle 1 - Actual Expenses

Gasoline	\$ _____
Repairs & Maintenance	\$ _____
Car Washes	\$ _____
Insurance	\$ _____
Vehicle Registration Fee	\$ _____
Interest paid on loan (Jan-Dec)	\$ _____

	Year	Make	Model
Vehicle 2	_____	_____	_____
Date of purchase	_____	<i>(Please provide purchase documents.)</i>	
Cost of vehicle	\$ _____	Sales Tax Paid if New	\$ _____
Total miles - (Jan-Dec)	_____		
Business miles - (Jan-Dec)	_____		

Is this a leased vehicle? Yes No
 Lease payments (Jan-Dec) \$ _____

Vehicle 2 - Actual Expenses

Gasoline	\$ _____
Repairs & Maintenance	\$ _____
Car Washes	\$ _____
Insurance	\$ _____
Vehicle Registration Fee	\$ _____
Interest paid on loan (Jan-Dec)	\$ _____