

BUSINESS NAME:

Be sure to fill out the asset form

We know many of you use Quickbooks or some other accounting programs, so please print out your Profit & Loss, along with the breakdown of sub categories.

Please attach your QB documents to this form and be sure that you have signed all the documents.

Fill this box out if you are in construction or use large amounts of job materials

COST OF GOODS SOLD	Explain	INCOME \$	List 1099's Name and Enclose
Other large Expenses			
Material & Supply			
Equipment Repairs			
	=====		
TOTAL	\$0		

EXPENSES EXPLAIN EXPENSE

Advertising
Accounting & Legal Fees
Cash discounts
Delivery costs
Dues and subscriptions
Commissions & Fees
Employees
Wages
Medicare Tax
Social Security Tax
FUTA
DUA
Entertainment
Hotels
Travel
Insurance
Workmans Comp
Liability & E&O
Health yours
Employee Health
Interest
Legal and auditing
Other
OFFICE
Office supplies
Rent
Office Repairs
Postage
Maintenance for Office
Telephone
Utilities
Computers
Software
General Business
Outside Services
Maintenance and repairs
Sales expenses
Shipping and storage
Supplies for business not office
Subcontractor's (1099's) must be sent)
other
other
Vehicle Truck
Insurance
Registrations
Interest
Repairs
Fuel
Road Tax
Road Registrations
Other
Other
Total Expenses
TOTALS

Having a small business is not an easy task. You have worked hard to build your reputation to become the best at what you do. That is why you hire us to prepare your Income Taxes. With the morderization of society we must follw more rules and regulations. I work hard and attend many seminars to be sure we take every deduction that is allowed.

When you are preparing your documents be sure you read the Engagement letter, and the Schedule C document called "Filing A schedule C for business"

Did you fill out asset form? YES NO

Do you reconciled your bank statement to verify deposits and Income?

YES / NO

Please enclose all 1099's you were paid.

Did you sell any equipment?

List it on the asset form

Any New Equipment purchased

List it on the asset form

Did you sign and enclose the engagemnt letter? _____

Did you sign and read the form : "Filing a Schedule C for Business"? _____

Did you include the Asset List? _____

\$0