



## **INCOME TAX CHECKLIST FOR BUSINESSES**

*Note: This list is not exhaustive. Any changes to your income tax status should be noted.*

### ***Business Information - changes this year.***

**Business Name and EIN #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_



**Check when complete**



**Gross Sales:** \_\_\_\_\_



**Interest on all loans and bank accounts:** \_\_\_\_\_



**Statements of ending balances for all loans and bank accounts:**



**Inventory - Beginning balance:** \_\_\_\_\_

**Returns:** \_\_\_\_\_

**Purchases:** \_\_\_\_\_

**Damaged Merchandise:** \_\_\_\_\_

**Expired Items:** \_\_\_\_\_

**Ending Balance:** \_\_\_\_\_



**Bank Statements**



**Documentation for purchases of new assets**



**Loan papers for any new loans**



**Credit Card Statements**

- Payroll Reports
- If new client, please provide last 2 year's tax return
- Provide your Personal Property Tax Return from \_\_\_\_ (new clients only)
- If you use a home office, please provide the following information

Size of office (square footage) \_\_\_\_\_

Total square footage of home: \_\_\_\_\_

Utility Bills \_\_\_\_\_

Insurance \_\_\_\_\_

Homeowners Dues \_\_\_\_\_

Repairs/Maintenance Costs \_\_\_\_\_

**EXPENSES RELATED TO BUSINESS**

<p>_____ Advertising</p> <p>_____ Car/Truck Expenses</p> <p>_____ Commissions &amp; Fees</p> <p>_____ Employee Benefits</p> <p>_____ Insurance</p> <p>_____ Interest</p> <p>_____ Internet Service</p> <p>_____ Legal &amp; Professional</p> <p>_____ Mileage</p> <p>_____ Office Expense</p>	<p>_____ Pension &amp; Profit Sharing</p> <p>_____ Postage</p> <p>_____ Receipts/Sales</p> <p>_____ Rent or Lease</p> <p>_____ Repairs &amp; Maintenance</p> <p>_____ Taxes and Licenses</p> <p>_____ Telephone</p> <p>_____ Travel &amp; Meals</p> <p>_____ Utilities</p> <p>_____ Wages</p>
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