

General

- Prior Year Corporate Tax Return
 - If first year, copy of IRS EIN Letter, or documentation of filing requirement.
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Income

- Gross receipts from sales or services
 - Sales records (for accrual based taxpayers)
 - Beginning inventory (if applicable)
 - Ending Inventory (if applicable)
 - Items removed for personal purposes (if applicable)
 - Returns and allowances
 - Business checking and savings account interest (1099-INT or statement)
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Transportation and Travel Expenses:

- Local Transportation
- Business trip (mileage) log
 - Contemporaneous log or receipts for public transportation, parking and tolls.
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- Travel away from home
- Airfare or mileage (actual expense if drove)
 - Hotels
 - Meals and tips
 - Taxes and tips
 - Internet connection (hotel, Internet café, etc.)
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Additional Expenses:

- Advertising
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- Commissions paid to subcontractors
- File Form 1099-MISC and 1096 as necessary
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- Depreciation** Cost and acquisition date of assets
 Sales price and disposition date of any assets sold
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- Fringe benefits** Employer-paid pension/profit sharing contributions
 Employer-paid HSA contributions
 Employer-paid health insurance premiums
 Cost of other fringe benefits
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- Business insurance** Casualty loss insurance
 Errors and omissions
 Other
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- Interest expense** Mortgage interest on building owned by business
 Business loan interest
 Legal fees
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- Office supplies** Pens, paper, staples, etc.
 Other consumables
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- Rent expense** Office space rent
 Business-use vehicle lease expense
 Other
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- Office-in-home** Square footage of office space (hours of use for daycare business)
 Total square footage of home (not applicable for daycare business)
 Mortgage interest or rent paid
 Utilities
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- Wages paid to employees** Form W-2 and W-3 Federal and state payroll returns (Form 940, etc.)
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- Other expenses** Repairs, maintenance of office facility, etc.