



Ron Harris, CPA
Anthony J. Faso, CPA

Business / Schedule C Tax Checklist

For Tax Year(s) _____

Profit & Loss Statement for

(Name of Entity)

Income / Sales \$ _____

Expenses

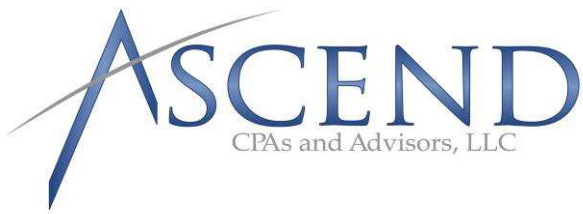
Accounting	\$		\$
Advertising	\$	Postage	\$
Auto & Truck Expense	See Next Page	Printing	\$
Bad Debts	\$	Rents	\$
Bank Charges	\$	Repairs & Maintenance	\$
Commissions Paid	\$	Salaries & Wages	Attach W-2s & W-3
Salary/Compensation of Officers	\$	Security	\$
Delivery & Freight	\$	Supplies	\$
Depreciation	\$	Taxes	
Dues & Subscriptions	\$	Payroll Taxes	\$
Employee Benefit Programs	\$	Property Taxes	\$
Insurance		State Taxes	\$
Liability Insurance	\$	Other Taxes	\$
Self Employed Health Insurance	\$	Telephone	\$
Workers Comp. Insurance	\$	Equipment/Tools <\$500	\$
Other Insurance	\$	Travel	
Interest Expense	\$	Airfare	\$
Janitorial	\$	Hotel/Lodging	\$
Laundry & Cleaning	\$	Transportation	\$
Legal & Professional	\$	Uniforms	\$
Licenses & Permits	\$	Utilities	\$
Meals & Entertainment	\$	Internet Service	\$
Miscellaneous	\$	Continuing Education	\$
Office Expenses	\$	Website Expenses	\$
Outside Services	\$	Other Expenses	
Parking & Tolls	\$		\$
			\$

Assets Purchased greater than \$500

Date	Description	Amount
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$

Please Enter December 31st Cash Balance from Business Bank Account - LLC & Corporations Only:

Cash balance as of 12/31 \$ _____



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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 in 2011? Yes No
 If yes, how much did you receive from sale or disposal of vehicle..... \$ _____

Automobile Expense Worksheet

	Year	Make	Model
Vehicle 1	_____	_____	_____
Date placed in service	_____		
Cost of vehicle	\$ _____	If NEW- Sales Tax Paid	\$ _____
Total miles driven Jan thru Dec	_____		
Business miles Jan thru Dec	_____		
Commuting miles	_____		

Is this a leased vehicle? Yes No

If yes, total vehicle lease payments \$ _____

Vehicle 1 - Actual Expenses

Gasoline	\$ _____
Repairs & Maintenance	\$ _____
Car Washes	\$ _____
Insurance	\$ _____
Vehicle Registration Fee	\$ _____
Interest on the Vehicle Loan	\$ _____

	Year	Make	Model
Vehicle 2	_____	_____	_____
Date placed in service	_____		
Cost of vehicle	\$ _____	If NEW- Sales Tax Paid	\$ _____
Total miles driven Jan thru Dec	_____		
Business miles Jan thru Dec	_____		
Commuting miles	_____		

Is this a leased vehicle? Yes No

If yes, total vehicle lease payments \$ _____

Vehicle 2 - Actual Expenses

Gasoline	\$ _____
Repairs & Maintenance	\$ _____
Car Washes	\$ _____
Insurance	\$ _____
Vehicle Registration Fee	\$ _____
Interest on the Vehicle Loan	\$ _____