



Ron Harris, CPA

Business Tax Checklist

Tax Year

2019

Profit & Loss Statement for

(Company Name)

Please check box if filing as a Subchapter S Corporation

Gross Receipts or Sales \$ _____

EXPENSES

Accounting \$ _____
 Advertising/Marketing/Promo. \$ _____
 Auto & Truck Expenses **See Next Page**
 Bad Debts \$ _____
 Bank Charges \$ _____
 Commissions Paid \$ _____
 Debt Forgiveness \$ _____
 Delivery & Freight \$ _____
 Dues & Subscriptions \$ _____
 Education & Certifications \$ _____
 Employee Benefit Programs \$ _____
 Gifts (Business) \$ _____
Insurance
 Liability Insurance \$ _____
 Health Premium Employees/Owner \$ _____
 Key-Person Life Insurance \$ _____
 Workers Comp. Insurance \$ _____
 Interest Expense \$ _____
 Internet Access \$ _____
 Janitorial \$ _____
 Laundry & Cleaning \$ _____
 Legal & Consulting Expenses \$ _____
 Licenses & Permits \$ _____
 Meals (Business-related) \$ _____
 Office Supplies \$ _____
 Outside Services \$ _____

Product Purchases for Resale \$ _____

Inventory Balance at 12/31 \$ _____

Parking & Tolls \$ _____
 Payroll (Salary/Wages) **Provide W3 & Summary**
 Payroll-Officers/Owner **Provide W2 (Owner)**
 Postage \$ _____
 Printing \$ _____
 Rents (Office/Equip.) \$ _____
 401(k)/SEP Contributions \$ _____
 SIMPLE-IRA Contributions \$ _____
 Obsolete Inventory/Shrinkage \$ _____
 Repairs & Maintenance \$ _____
 Security \$ _____
 Supplies \$ _____

Taxes

Payroll Taxes \$ _____
 Property Taxes \$ _____
 State Taxes \$ _____
 Telephone (Cell) \$ _____
 Telephone (Landline) \$ _____
 Tools & Equipment \$ _____
Travel
 Airfare \$ _____
 Hotel/Lodging \$ _____
 Transportation \$ _____
 Uniforms \$ _____
 Utilities \$ _____
 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)	\$ _____