

Business Tax Checklist

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- ☐ Business Tax Documents
 - ☐ Corporate formation documents.
 - ☐ Report of all revenue earned during the year.
 - ☐ Report of all expenses during the year.
- ☐ Business Expenses Documents
 - ☐ Advertising expenses.
 - ☐ Banking fees.
 - ☐ Business gifts.
 - ☐ Business-related education.
 - ☐ Charitable contributions.
 - ☐ Conference and convention fees.
 - ☐ Equipment and furniture.
 - ☐ Health-insurance premiums.
 - ☐ Insurance.
 - ☐ Interest and fees.
 - ☐ Losses from theft, fraud, damage from natural disasters.
 - ☐ Meals and entertainment.
 - ☐ Membership dues.
 - ☐ Moving expenses.
 - ☐ Office rent expenses.
 - ☐ Office supplies.
 - ☐ Postage and shipping expenses.
 - ☐ Professional fees including: legal help, accounting and bookkeeping, business consulting and marketing consulting.
 - ☐ Property taxes.
 - ☐ Repair and maintenance on the building, grounds, and equipment.
 - ☐ Retirement accounts for self and employees.
 - ☐ Salaries of employees.
 - ☐ Software costs.
 - ☐ Sales tax on items purchased for business usage.
 - ☐ Real estate tax on business property.

- ☐ Employer's share of employment taxes.
- ☐ Excise taxes and state income tax.
- ☐ Telephone and telecommunications expenses.
- ☐ Trade-show exhibition and/or attendance.
- ☐ Travel expenses.
- ☐ Utilities.
- ☐ Tax Deduction
 - ☐ Employee remuneration can be deducted from your taxable income.
 - ☐ You may deduct both direct advertising expenses and promotional expenses.
 - ☐ You may deduct fees for attorneys and accountants.
 - ☐ You may deduct the purchase price for business equipment such as computers, machines or furniture.
 - ☐ You may deduct up to 50 percent of reasonable business entertainment and meal expenses.
 - ☐ You may deduct 100 percent of business travel expenses.
 - ☐ Your company may deduct 100 percent of any amounts paid for state and local taxes and taxes paid to any foreign government.
 - ☐ Corporations may deduct up to 10 percent for charitable donations.