



Business Checklist

- EIN
- Business Licenses
- 1099's
- Income
- Expenses
 - Bank accounts
 - Receipts
 - Credit card statements

Think about everything you use for your business

Vehicles

- Mileage
- Registration
- Excise tax
- Fuel
- Maintenance

House/office

- Full square footage vs the square footage of office
- Total electricity
- Total water and sewage
- Total heating/cooling
- Total internet
- Total cell phone
- Maintenance of the home

Breakdown of expenses

- Advertising
- Contract labor
- Professional and legal
- Office expenses
- Supplies
- Inventory
- Taxes
- Licenses/continuing education
- Travel
- Meals & entertainment
- Tools
- Equipment
- Charitable donations & gifts

When in doubt, just bring it!