SMALL BUSINESS TAX PREP CHECKLIST 2019

A free small biz tax prep checklist from H & R Block. Copy, print, or download this free PDF for tax season. Includes expenses and deductions.



Income

- [ ] Gross receipts from sales or services
- [ ] Sales records (for accrual based taxpayers)
- [ ] Returns and allowances
- [ ] Business checking/savings account interest (1099-INT or statement)
- [ ] Other income

Cost of Goods Sold (if applicable)

- [ ] Inventory
- [ ] Beginning inventory total dollar amount
- [ ] Inventory purchases
- [ ] Ending inventory total dollar amount
- [ ] Items removed for personal purposes
- [ ] Materials & Supplies

Expenses

- [ ] Advertising
- [ ] Phones (landline, fax or cell phones related to business)
- [ ] Computer & internet expenses
- [ ] Transportation and travel expenses (Local transportation,Travel away from home)
- [ ] Business trip (mileage) log
- [ ] Contemporaneous log or receipts for public transportation, parking, and tolls
- [ ] Airfare or mileage/actual expense if drove
- [ ] Hotel
- [ ] Meals, tips
- [ ] Taxi, tips
- [ ] Internet connection (hotel, Internet café etc.)
- [ ] Commissions paid to subcontractors - File Form 1099-MISC and 1096 as necessary
- [ ] Depreciation
- [ ] Depreciation: Cost and first date of business use of assets
- [ ] Depreciation: Records relating to personal use of assets
- [ ] Depreciation: Sales price and disposition date of any assets sold
- [ ] Business insurance: Errors and omissions
- [ ] Interest expense: Business loan interest
- [ ] Interest expense: Investment expense and interest
- [ ] Interest expense: Investment expense and interest
- [ ] Professional fees: Lawyers, accountants, and consultants
- [ ] Office supplies: Pens, paper, staples, and other consumables
- [ ] Rent expense: Office space rent
- [ ] Rent expense: Business-use vehicle lease expense
- [ ] Office-in-home: Square footage of office space
- [ ] Office-in-home: Total square footage of home
- [ ] Office-in-home: Hours of use, if operating an in home daycare
- [ ] Office-in-home: Mortgage interest or rent paid
- [ ] Office-in-home: Homeowner's or renters' insurance
- [ ] Office-in-home: Utilities
- [ ] Office-in-home: Cost of home, separate improvements and first date of business use
- [ ] Wages paid to employees: Form W-2 and W-3
- [ ] Wages paid to employees: Federal and state payroll returns (Form 940, Form 941, etc.)

- [ ] Wages paid to employees: Employee benefit expenses [This needs to be left-aligned with "Wages paid to employees"]
- [ ] Wages paid to employees: Contractors
- [ ] Wages paid to employees: Form 1099-MISc
- [ ] Wages paid to employees: Form 1096
- [ ] Other expenses: Repairs, maintenance of office facility, etc
- [ ] Other expenses: Estimated tax payments made
- [ ] Other expenses: Other business related expenses
- [ ] Other expenses: Health insurance [This needs to be left-aligned with "Other expenses"]
- [ ] Other expenses: Premiums paid to cover the sole-proprietor and family
- [ ] Other expenses: Premiums paid on behalf of partners and S corporation shareholders
- [ ] Other expenses: Information on spouse's employer provided insurance

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