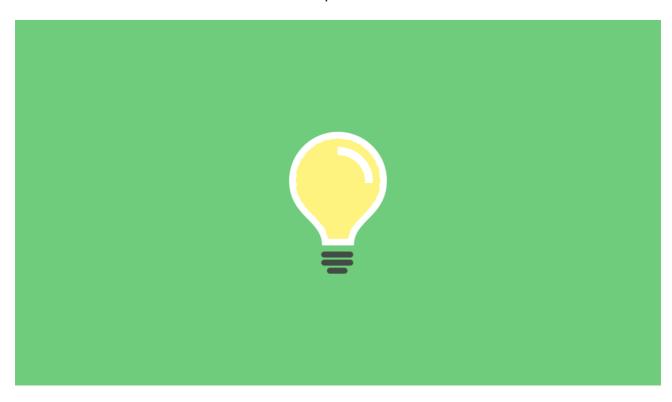
## **SMALL BUSINESS TAX PREP CHECKLIST 2019**

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.



## 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**

Income

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.)