

BASIC TAX INCOME AND DEDUCTIONS



Sample of Tax Information Needed to Prepare a Business Return

Income		
Returns & Refunds		
Materials		
Cost of Labor		
Accounting		
Advertising		
Auto Expense or Mileage _____		
Bad Debts		
Bank Charges		
Cell Phone		
Credit Card Charges		
Dues & Subscriptions		
Employee Benefits		
Equipment Fuel		
Fees		
Insurance		
Interest		
Internet Expenses		
Legal & Professional Fees		
Meals & Entertainment		
Misc...		
Office expense		
Postage & Freight		
Printing		
Rent		
Rental Equipment		
Repairs & Maintenance		
Salaries		
Supplies		
Taxes & Licenses		
Telephone		
Tolls		
Tools		
Travel		
Utilities		
Total Expenses		
YTD Profit		

*LIST NEW ASSETS PURCHASED, DATE PURCHASED, AND AMOUNTS PURCHASED ON OTHER SIDE OF PAPER ALONG WITH OTHER DEDUCTIONS