

Susan Does Taxes LLC

PERSONAL TAX & ACCOUNTING SOLUTIONS

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The following items are not inclusive, nor do they apply to every taxpayer's filing. It simply serves to remind individuals of items, expenditures, and revenue that can/will impact any small-business/self-employed submissions sent to federal, state, or local tax officials. These items are in addition to standard tax filing information required to process the return.

Name of Filer/Business: _____ Type of Business: _____

Total Income \$ _____ Total Expenses \$ _____ (sum of below)

SCHEDULE-C TAX YEAR CHECKLIST

Accounting	\$ _____	Supplies	\$ _____
Advertising	\$ _____	Taxes/Licenses	\$ _____
Bank Charges	\$ _____	Real Estate	\$ _____
Car/Truck Expenses	\$ _____	Payroll	\$ _____
Gas	\$ _____	Personal Property	\$ _____
License	\$ _____	Sales	\$ _____
Repairs/Maintenance	\$ _____	Telephone	\$ _____
Insurance	\$ _____	Tools	\$ _____
Total Mileage	_____ miles	Travel	\$ _____
Business Mileage	_____ miles	Meals/Entertainment	\$ _____
Vehicle Type	_____	Uniforms	\$ _____
Date Placed into Service	____/____/____	Utilities (electric/water/internet)	\$ _____
Commissions	\$ _____	Wages	\$ _____
Contract Labor	\$ _____	Miscellaneous	\$ _____
Delivery	\$ _____	Assets Purchased	
Dues/Subscriptions	\$ _____	Item(s)	
Insurance (other than Auto/Health)	\$ _____	Purchase Date	____/____/____
Interest	\$ _____	Cost	\$ _____
Janitorial	\$ _____		
Laundry/Cleaning	\$ _____	Use of Home for Business	
Legal/Professional	\$ _____	Area of Home (sq. ft.)	_____ ft ²
Office Expense	\$ _____	Area of Office (sq. ft.)	_____ ft ²
Outside Services	\$ _____	Mortgage Interest	\$ _____
Parking/Tolls	\$ _____	Home Owner Assn. Fees	\$ _____
Postage	\$ _____	Security	\$ _____
Printing	\$ _____	Utilities (electric/water/internet)	\$ _____
Rent	\$ _____		
Repairs	\$ _____	Cost of Goods Sold	
Security	\$ _____	Purchases	\$ _____
Startup Costs	\$ _____	Ending Inventory	\$ _____

SCHEDULE-C TAX YEAR REMINDERS

Managing a business incurs costs from a wide array: Vehicle, Office, Personnel, Utilities, Product Costs, Outside Services, and more. It is vital to keep track of items and fees throughout the year to ensure that your Schedule-C filing is as accurate and comprehensive as possible.

Advertising: print, electronic, newspaper ads, business cards, signage, etc.

Communication: landline, fax, softphone fees, cell phones, radios, etc.

Transportation/Travel

- Local: Include business mileage along with any vehicle expenses. For miscellaneous local expenses (transportation, parking, tolls, etc.) include your date and expense log recording the transactions as they happen or submit receipts—preferably sorted by type and date if possible.
- Travel away from your home area: sales, installation, service, or continuing education for business
- Account for mileage or actual expenses (gas, rental, airfare)
- Include hotel, meal, and taxi/ride-share fares and all tips
- Miscellaneous expenses (hotel internet, mobile hotspot, etc.) can also be applied

Commissions/Fees

Contract Labor Expenses: Subcontractors & Independent Contractors

Depreciation

- Cost and date of business for first usage of assets
- Records relating to personal use of assets
- Sale price and date of disposition for any assets sold
- Documentation of prior-year depreciation

Amortization of Intangible Assets (ex, patents or copyrights held)

Business Insurance: Casualty Loss, Errors/Omissions, etc.

Interest Expense

- Mortgage Interest on business-owned property
- Business loan interest
- Investment expense and interest

Professional Fees (Lawyers, Accountants, Consultants, etc.)

Office Supplies (Consumable Materials: Pens, Paper, Staples, etc.)

Rent Expense

- Office space rental
- Business-vehicle lease expense
- Other

Home Office

- Total of home square footage & total square footage used for business use
- First date of usage and hours of use if applicable (ex. in-home daycare)
- Mortgage interest, rent paid, or cost of home plus cost of separate improvements
- Homeowner/renter insurance
- Utilities USED FOR BUSINESS PURPOSES: water, electric, gas, sewage, internet, etc.

Employee Wages

Employee Benefit Expenses

Miscellaneous Expenses

- Repairs, maintenance of office facility not related to home-office, etc.
- Estimated tax payments (include property taxes and sales taxes if applicable)

Health Insurance

- Premiums paid on behalf of covered family/partner/S-corporation shareholders
- Include information on spouse's employer provided insurance (if applicable)

When considering your small business filings, ***do not forget*** to address (if applicable):

- IRS form **1099-NEC**
- IRS form **1096**
- IRS forms **W-2** and **W-3**
- Federal and State Payroll Returns (forms **940 / 941**)