

BUSINESS TAX INFORMATION NEEDED

INCOME

ALL SOURCES OF INCOME, 1099'S, DEPOSITS, ETC.

INTEREST ON BUSINESS ACCOUNTS

BANK STATEMENTS IF NOT ENTERED INTO ACCOUNTING PROGRAM

EXPENSES

PRODUCT PURCHASES – COST OF SALES

OUTSIDE LABOR

WAGES – IF WE DO NOT DO YOUR PAYROLL

PAYROLL TAXES – IF WE DO NOT DO YOUR PAYROLL

RENT

UTILITIES

TELEPHONE

CELL PHONE

ADVERTISING

CAR EXPENSES – MILEAGE OR ACTUAL IF BUSINESS USAGE GREATER THAN 50% OF
TOTAL MILEAGE

PERSONAL PROPERTY TAXES

BANK SERVICE CHARGES

CAPITAL PURCHASES – EQUIPMENT, FURNITURE, COMPUTERS

INSURANCE – MEDICAL, LIABILITY, WORKERS COMP

SUPPLIES

OFFICE EXPENSES

ENTERTAINMENT – BREAK OUT MEALS

TRAVEL

INTERNET SERVICES

ANY OTHER EXPENSES USED FOR THE BUSINESS