

## Business Checklist

You may be familiar with the expenses you are entitled to claim already. This list is by no means complete, as a complete list of income and deductions may vary depending on your unique situation, we encourage you to please contact us with any questions you may have.

### 1 Income

- Gross receipts from sales or services
- Sales records (for accrual based taxpayers)
- Beginning inventory (if applicable)
- Ending Inventory (if applicable)
- Items removed for personal purposes (if applicable)
- Returns and allowances
- Interest from Business checking / savings account

### 2 Vehicle & Travel Expenses

- Motor vehicle lease payments, repair, oil changes, tires (for business)
- Gas and mileage
- Log or receipts for public transportation (local)
- Parking fees, tolls
- Airfare
- Hotel accommodation
- Meals and tips
- Business entertainment & tips
- Laundry
- Internet connections (hotel, Internet café, etc.)
- Costs of passports for self, employees traveling for business purposes

### 3 Business Expenses

- Mortgage Interest** on building owned by business
- Interest & Fees** on Business Loan
- Office Space rent**
- Equipment, Furniture or vehicle purchase**
  - Depreciation of equipment, furniture, vehicle
  - Lease Payments
- Maintenance, Repairs** (building, grounds, equipment)
- Business Insurance** including:
  - Equipment or machinery
  - Casualty loss

- Errors and omissions
- Property Tax**
- Short-term capital loss, bad debts or uncollectable receivables

## ⊕ Additional Expenses

- Advertising & Promotional**
- Bank Fees** (check charges, monthly charges, bank wire & overdraft fees)
- Business Gifts**
- Business-Related Education** (courses, classes, seminars, educational tapes or video)
- Charitable Contributions
- Commissions paid to sub-contractors**
- Depreciation** (sales price & disposition date of any assets sold)
- Employees Salaries
- Retirement Accounts for Self & Employees
- Self-employed Insurance premiums**
  - Health, Dental & long-term care
- Insurance expenses**
  - Fire & liability, malpractice
  - Premiums for Motor vehicles
  - Employee life insurance benefits
  - unemployment insurance contributions (employer)
- Losses** from theft, fraud, damage from natural disasters
- Meals & Entertainment**
- Membership Dues**
- Moving Expenses**
- Office Supplies** (paper, pens, staples, other consumables, etc)
- Postage & Shipping**
- Professional Fees**  
(legal, accounting, bookkeeping, architectural, business consulting, marketing consulting)
- Software Costs**
- Telephone & Telecommunications**  
(phones, internet, television & other communication uses for business purposes)
- Trade Show Exhibition and/ or Attendance**
  - Travel, Meals
  - Admission Fees
  - Costs of booths, exhibits
- Utilities