



Small Business Tax Preparation Documents List

The following is a list to help our customers gather information for the tax preparation service.

Income	
<ul style="list-style-type: none"> • Gross receipts from sales or services • Sales records (for accrual based taxpayers) • Inventory (if applicable) <ul style="list-style-type: none"> ○ Beginning inventory ○ Inventory purchases ○ Ending inventory ○ Items removed for personal purposes 	<ul style="list-style-type: none"> • Returns and allowances • Business checking/savings account interest (1099-INT or statement) • Other income
Expenses	
<ul style="list-style-type: none"> • Advertising • Transportation and travel expenses <ul style="list-style-type: none"> ○ Local transportation ○ Business trip (mileage) log ○ Contemporaneous log or receipts for public transportation, parking, and tolls • Travel away from home • Airfare or mileage/actual expense if drove <ul style="list-style-type: none"> ○ Hotel ○ Meals, tips ○ Taxi, tips ○ Internet connection (hotel, Internet café etc.) ○ Other • Commissions paid to subcontractors <ul style="list-style-type: none"> ○ File Form 1099-MISC and 1096 as necessary • Depreciation <ul style="list-style-type: none"> ○ Cost and acquisition date of assets ○ Sales price and disposition date of any assets sold • Fringe benefits <ul style="list-style-type: none"> ○ Employer-paid pension/profit sharing contributions ○ Employer paid HSA contributions ○ Employer-paid health insurance premiums ○ Cost of other fringe benefits • Business insurance <ul style="list-style-type: none"> ○ Casualty loss insurance ○ Errors and omissions ○ Other 	<ul style="list-style-type: none"> • Interest expense <ul style="list-style-type: none"> ○ Mortgage interest on building owned by business ○ Business loan interest • Legal fees • Office supplies <ul style="list-style-type: none"> ○ Pens, paper, staples, etc ○ Other consumables • Rent expense <ul style="list-style-type: none"> ○ Office space rent ○ Business-use vehicle lease expense ○ Other • Office-in-home <ul style="list-style-type: none"> ○ Square footage of office space (hours of use for daycare business, only square footage is required for the new standard office-in-home deduction) ○ Total square footage of home (not applicable for daycare business) ○ Mortgage interest or rent paid ○ Utilities • Wages paid to employees <ul style="list-style-type: none"> ○ Form W-2 and W-3 ○ Federal and state payroll returns (Form 940, etc.) • Other expenses <ul style="list-style-type: none"> ○ Repairs, maintenance of office facility, etc • Other business related expenses

BBN Business Solutions

Feel free to call us if you have any questions at 321-557-1424 or 321-209-1778.

Address and hours please visit us online at www.BBNBusinessSolutions.com