

THE TAX SHACK, INC

CHECKLIST FOR SMALL BUSINESSES

OWNER NAME:

BUSINESS NAME:

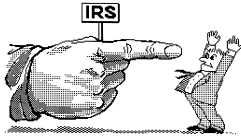
ADDRESS:

EIN:

TYPE OF BUSINESS:

DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
INCOME:		LEGAL/ACCOUNTING FEES	
1099-MISC		LICENSES/PERMITS	
1099-K		MEALS	
OTHER		OFFICE EXPENSE/SUPPLIES	
		OUTSIDE SERVICES	
COST OF GOODS SOLD:		RENT -	
INVENTORY CARRYOVER		BUILDING	
PURCHASES FOR RESALE		EQUIP/MACHINERY	
LABOR/OUTSIDE SERVICES		REPAIRS/MAINTENANCE	
OTHER RELATED COSTS		SUPPLIES	
ITEMS TAKEN FOR COMPANY USE		TAXES -	
ITEMS TAKEN FOR PERSONAL USE		BUSINESS	
YEAR-END INVENTORY		EMPLOYER	
		TELEPHONE -	
EXPENSES:		OFFICE PHONE	
ADVERTISING		CELLULAR SERVICE	
BANK CHARGES		TRAVEL EXPENSE	
COMMISSIONS/FEES PAID		UTILITIES -	
CASUAL LABOR		(OTHER THAN HOME OFFICE)	
CONTRACT LABOR (Did you 1099?)		ELECTRIC	
DUES/SUBSCRIPTIONS		GAS	
DISPOSAL/DUMP FEES		WATER/SEWER	
EDUCATION/TRAINING		GARBAGE	
INSURANCE -		WAGES TO EMPLOYEES	
SELF-EMPLOYED HEALTH INS		OTHER MISCELLANEOUS	
BOND		LIST DEPRECIABLES SEPARATELY	
BUSINESS INSURANCE		LARGE EQUIPMENT	
INTEREST PAID		LARGE TOOLS	
INTERNET -		OFFICE EQUIPMENT	
WEBSITE MAINTENANCE		OFFICE FURNITURE	
INTERNET SVC PROVIDER		OTHER DEPRECIABLES	

SEE VEHICLES & HOME OFFICE ON BACK



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Partnerships and Corporations have different rules with regards to things like vehicle usage, home office space, health insurance, out-of-pocket expenses, draws/distributions, and more. If you are one of these entity types, we will want to discuss these topics with you to make sure they are properly handled in your business.

VEHICLE EXPENSES	AMOUNT	HOME OFFICE EXPENSE	AMOUNT
VEHICLE 1:		IN-SERVICE DATE	
YEAR/MAKE/MODEL		SQUARE FEET OF HOUSE	
PURCHASE/IN-SERVICE DATE		SQUARE FEET OF OFFICE	
PURCHASE PRICE		MONTHLY RENT	
YEARLY MILEAGE		MORTGAGE INTEREST	
BUSINESS MILEAGE		PROPERTY TAXES	
COMMUTING MILEAGE		INSURANCE	
FUEL		HOME OWNER'S DUES	
MAINTENANCE		ALARM MONITORING FEES	
REPAIRS		UTILITIES -	
INSURANCE		ELECTRIC	
REGISTRATION/TABS		GAS	
PARKING/TOLLS/FERRIES		WATER/SEWER	
INTEREST ON AUTO LOAN		GARBAGE	
		REPAIRS/MAINTENANCE	
VEHICLE 2:			
YEAR/MAKE/MODEL		IN-SERVICE DEPRECIATION:	
PURCHASE/IN-SERVICE DATE		ORIGINAL COST OF HOUSE	
PURCHASE PRICE		COST OF UPGRADES	
YEARLY MILEAGE		CURRENT VALUE	
BUSINESS MILEAGE			
COMMUTING MILEAGE		ADDITIONAL DEPRECIATION:	
FUEL		BUILDING UPGRADES -	
MAINTENANCE		TYPE OF UPGRADE	
REPAIRS		IN-SERVICE DATE	
INSURANCE		COST OF UPGRADE	
REGISTRATION/TABS		SECURITY SYSTEM -	
PARKING/TOLLS/FERRIES		IN-SERVICE DATE	
INTEREST ON AUTO LOAN		COST OF SYSTEM	