

Business Tax Preparation Reference

1. Permanent Documents
 - a. Business assets
 - b. Receipts for Large Purchases (\$1,000 or more.)
 - c. Documents (EIN LETTER, LLC Paperwork, etc), or reports to fixed assets.
 - d. Depreciation Schedules
2. Business Loan information if applicable
3. Bank Statements, Credit Card Statements for the entire year up to and including December 31.
(Make sure to include January of the following year if the statement runs over.)
4. All deductible expense information
 - a. Home office
 - i. Utilities
 - ii. insurance
 - iii. Percent of home
 - iv. Mortgage interest.
 - b. Mileage Log – Total Mileage and Business Mileage
 - i. Make/Model- Year
 - c. Charitable Donations
 - d. Business Travel- lodging, meals etc.
5. Telephon Expenses- cellphone- amount and business %
6. Internet Amount and business %