

TAXCOM, LLC

8352 Six Forks Rd, Ste. 204

Tel (O) 919-870-0931, Cell: 919-699-7049 Fax: 919-870-0688

Website: www.taxcomllc.com Email: zebaiye@taxcomllc.com

End of Year Business/company tax Preparation Expense Checklist (Schedule C/LLC, S-Corp, & C-Corp).

1. Last Year Tax Return – **NEW CLIENTS ONLY**
2. 12 Months of Bank Statements
3. Cash at the beginning/end of the year
\$ _____/_____
4. Gross Receipts or sales for the entire year \$_____.
5. Commissions Received /Paid \$_____.
6. Purchasing/Cost of Goods Sold \$_____.
7. Amount of Return or bad credits \$_____.
8. Inventory at beginning/End of the year \$_____ & \$_____.
9. Other income other than regular business income \$_____.
10. Compensation of officers \$_____.
11. Salaries and Wages \$_____.
12. Repair and maintenance \$_____.
13. Rents \$_____.
14. Accounting/Tax preparation \$_____.
15. Bank Charges \$_____.
16. Car & Truck Expenses \$_____.
17. Computer Services & Supplies \$_____.
18. Continuing & Professional Education \$_____.
19. Delivery & Freight \$_____.
20. Discounts Paid \$_____.
21. Employee Benefit excluding retirement plans) \$_____.
22. Insurance for the business (general liability insurance, worker's compensation, hazard insurance, health insurance for Officers and employees) \$_____.
23. Interest Paid \$_____.
24. Janitorial & Cleaning \$_____.
25. Laundry \$_____.
26. Legal & Professional \$_____.

You are requested by law to retain all your records for at least three years.

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27. Office Expenses \$_____.
28. Independent Contractors \$_____.
29. Parking Fees & Tolls \$_____.
30. Printing & Reproduction \$_____.
31. Retirement Plan Contributions \$_____.
32. License fee \$_____.
33. Any New Equipment Purchase \$_____.
34. Advertising \$_____.
35. Utilities (gas, power and water, trash collection) \$_____.
36. Phone bill, Internet bill and Cell phone bill \$_____.
37. Business use Vehicle mileage information \$_____.
38. Home office information (business area & total square footage
\$_____.
39. Business meal (it includes regular business meal and company party,
such as Christmas party \$_____.
40. Business gift (for clients and for employees) \$_____.
41. Supplies (small items that help to generate business profit)
\$_____.
42. Security system, Burglar Alarm for your business \$_____.
43. Business travel \$_____.
44. Uniforms \$_____.
45. New Corporation Startup Fee \$_____.
46. Credit card charges \$_____.
47. Charitable Contributions \$_____.

Print Name : _____

Title: _____

Signature : _____

Date: _____