



2021 Business Income & Deduction Checklist

Name: _____ Date: _____

(Please Use Note Section For Any Additional Pertinent Details)

Did your address change?

INCOME

NON-1099 MISC SALES: _____ **1099-MISC SALES:** _____

TOTAL SALES: _____

Did you receive a Payment Protection Program (PPP) loan? _____

If so how much? _____

Did you receive an Employee Retention Credit (ERC)? _____

If so how much? _____

Any Notes on Income: _____

DEDUCTIONS

-Did you file any 1099 (1099-NEC) forms for Subcontractors in 2021? _____

-Contract labor—If subcontractors are used: Cost: _____

-Advertising Expenses:	Expense	Cost
	_____	_____
	_____	_____
	_____	_____
	_____	_____

-Commissions and Fees: Commission: _____ Fees: _____

-Depreciation & Section 179 Expense Deduction—Big purchases in 2021 that may need to be depreciated:

Purchase: _____	Date: _____	Cost: _____
Purchase: _____	Date: _____	Cost: _____
Purchase: _____	Date: _____	Cost: _____
Purchase: _____	Date: _____	Cost: _____
Purchase: _____	Date: _____	Cost: _____

-Did you sell any equipment or property in 2021? Attach additional pertinent info

Property: _____	Date sold: _____
Sale price: _____	
Property: _____	Date sold: _____
Sale price: _____	
Property: _____	Date sold: _____
Sale price: _____	
Property: _____	Date sold: _____
Sale price: _____	
Property: _____	Date sold: _____
Sale price: _____	

-Health insurance payments made for owners, officers, and employees:

Paid To: _____ Cost: _____

-Insurance (other than health)—General liability, commercial auto, homeowners if you have a home office deduction:

Ins. Type: _____ Company: _____ Cost: _____
Ins. Type: _____ Company: _____ Cost: _____
Ins. Type: _____ Company: _____ Cost: _____
Ins. Type: _____ Company: _____ Cost: _____
Ins. Type: _____ Company: _____ Cost: _____

-Interest: Credit card interest on business purchases:

Credit Card: _____ Interest Paid: _____
Credit Card: _____ Interest Paid: _____
Credit Card: _____ Interest Paid: _____
Credit Card: _____ Interest Paid: _____

-Mortgage (paid to banks, etc.):

Bank: _____ Mortgage Amount: _____
Interest Paid: _____
Bank: _____ Mortgage Amount: _____
Interest Paid: _____

-Line of Credit

Bank: _____ Loan Amount: _____
Interest Paid: _____
Bank: _____ Loan Amount: _____
Interest Paid: _____

-Repairs and Maintenance: Cost: _____

-Supplies/Tools: Cost: _____

-Taxes and Licenses: Tax Cost: _____ License Cost: _____

-Travel Cost: _____

-Deductible Meals, and Entertainment: Cost: _____

