



Business Tax Preparation Checklist

This includes Business Owners, S-Corp, C-Corp, and Independent Contractors.

Before you start to prepare your income tax return. Review the following checklist. Highlight or check the areas that apply to you and make sure you have that documentation to send to us via email at virtualfiling@evolutiontaxcenter.com

Personal Information

This information tells the IRS exactly who's filing, who is covered in your tax return, and where to deposit your tax refund.

- Social Security number for the taxpayer, spouse, and any dependents.
- A copy of your prior year tax return.
- Bank account number and routing number if you would like your refund to be directly deposited.
- Driver's license for taxpayer and spouse.
- Proof of Health Insurance.

Business Information

- 1099-MISC (issued and received)
- W2 (issued and received)
- 1099-C
- 1099-G
- SA-1099, 1099-R, Form 8606
- 1099-INT, -DIV, -B, K1
- Alimony Received
- Income & amp; Adjustments: These items can help the amount of income that is taxed. While these items may not increase your tax
- Refund
- Income
- Gross Receipts from sales or services provided
- Cost of goods sold (if applicable)
- Detailed itemized breakdown of business expenses (**Next page**)





Business Expenses Sheet

Expenses

- Gross receipts from sales or services
- Materials & amp; Supplies
- Advertising
- Phones (landline, fax or cell phones related to business)
- Computer & amp; Internet expenses
- Business mileage log
- Insurance other than health
- ie vehicle insurance (whom with and how much per month)
- Contemporaneous log or receipts for public transportation, parking, and tolls
- Travel away from home
- Airfare or mileage/actual expense if drove
- Hotel
- Taxi, tips
- Internet connection (hotel, café etc.)
- Other
- Commissions paid to subcontractors (allowances to children)
- Office supplies
- Pens, paper, staples, and other consumables
- Office-in-home
- Square footage of office space
- Total square footage of home
- Hours of use, if operating an in home daycare
- Mortgage interest or rent paid
- Homeowner or renters insurance
- Utilities
- Uniforms (any clothing expense pertinent to your business)
- Repairs & amp; Maintenance to your business vehicle.
- Wages paid for labor
- Legal & amp; Professional services

