

**BUSINESS (Schedule C and/or E) CHECKLIST:**

**One Checklist PER Business**

Name of Business: \_\_\_\_\_

Business Owner(s): \_\_\_\_\_

Location of Business (Street address): \_\_\_\_\_

Date Business Started: \_\_\_\_\_

Date Business Closed (if applicable): \_\_\_\_\_

**I. INCOME/SALES (Check boxes if applicable.)**

1. \_\_\_\_\_TY GRT Forms – provide via email, fax or hand-deliver
2. Form 1099-MISC – provide via email or fax. Original must be hand-delivered.
3. Other (Pls specify) – provide your documentation via email, fax or hand-deliver.
4. Copy of Business/Professional License – provide via email, fax or hand-deliver

**II. EXPENSES**

1. Advertising \$ \_\_\_\_\_
2. Car & Truck Expenses

<b>Expense Category</b>	<b>VEHICLE 1 (Year, Make, Model)</b>	<b>VEHICLE 2 (Year, Make, Model)</b>	<b>VEHICLE 3 (Year, Make, Model)</b>
<b>Months Used In Tax Year</b>			
<b>Business Use %</b>			
<b>Cost Of Vehicle</b>			
<b>Start Date used for Business</b>			
<b>End Date used for Business (if applicable)</b>			
<b>Gas</b>			
<b>Repairs &amp; Maintenance</b>			
<b>Vehicle Registration &amp; Safety</b>			
<b>Car Insurance</b>			
<b>Leased or Rental</b>			

3. Business Licenses/Permits \$ \_\_\_\_\_
4. Commissions & Fees \$ \_\_\_\_\_
5. Communications (Cell, Tel., Inet) \$ \_\_\_\_\_
6. Continuing Education \$ \_\_\_\_\_
7. Contract Labor \$ \_\_\_\_\_

8. Equipment/Machinery

	Description	Date Purchased	Cost \$
Item 1			
Item 2			
Item 3			
Item 4			

- 9. Insurance (Business or Personal) \$ \_\_\_\_\_
- 10. Interest (Loan) \$ \_\_\_\_\_ Type of Loan: \_\_\_\_\_
- 11. Legal & Professional Fees \$ \_\_\_\_\_
- 12. Meals & Entertainment \$ \_\_\_\_\_
- 13. Taxes (FICA, GRT, PROP. TAX) \$ \_\_\_\_\_
- 14. Utilities \$ \_\_\_\_\_
- 15. Wages \$ \_\_\_\_\_
- 16. Medical/Dental Expenses \$ \_\_\_\_\_
- 17. Office Expenses \$ \_\_\_\_\_
- 18. Rent/Lease \$ \_\_\_\_\_
- 19. Repairs & Maintenance \$ \_\_\_\_\_
- 20. Supplies \$ \_\_\_\_\_
- 21. Other (pls. specify): \_\_\_\_\_

I attest that the information contained in this Checklist is True and Correct to the best of my knowledge:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date: