



Business/Entity Tax Information Sheet

Entity Information

- Name, address, EIN, formation date, and the principal activities of your business or entity.
- Personal information for partners, members, shareholders, trustees, beneficiaries, etc.
- Capital account and basis information for partners, members, and shareholders.

Business Operation Records

- Bank statements and copies of cancelled checks downloaded as pdfs for your record. (I need year end statements.)
- Business credit statements downloaded for your record (I need year end statements).
- Payroll records: federal and state payroll tax reports, wage reports, w2s
- 1099s records
- Profit and Loss report
- Assets purchased/sold and the depreciation schedule
- Any outstanding loan documents (I need year end balance, interest and principal paid information for the year.)
- 1099-K, 1099-NEC, 1099-Misc received

Common Business Expenses

This section is provided to give you a general guideline for deductible business expenses for small business owners, real estate investors, agents, and freelance artist.

- Advertising and marketing
- Automobile – fuel, insurance, lease, loan Payment, maintenance, registration
- Automobile Standard Mileage Rate - Business miles driven & total miles driven
- Bank Charges
- Outside help – subcontractors, clerical help, etc.
- Coaching
- Commissions
- Construction – Improvements, engineering / architect, permits

- Continuing Education
- Dry Cleaning and laundry
- Dues & Subscriptions
- Equipment purchased
- Fax and postage, mailbox rental
- Home Office
- Insurance – Business, liability, worker’s compensation, etc.
- Insurance – Health
- Interest Expense
- Internet and website related
- Inventory and raw material
- License & Fees
- Lodging for business travel
- Meals (business meal and while travel on business)
- Merchant Account (Credit Card) Fees
- Office Rent
- Office Supplies
- Payroll- Wages, taxes, processing fee, etc.
- Professional Fees – Accounting, legal, tax preparation, etc.
- Referral Fees
- Repairs & Maintenance
- Seminars
- Software
- Social Media Consultants
- Supplies
- Safety Equipment
- Telephone
- Tolls & Parking
- Travel
- Uniform
- Utilities
- Video Production
- Web Services
- Work Tools

Real Estate Rental Property Deductions

- Advertising
- Travel to the Property
- Landlord insurance
- Maintenance and cleaning
- Improvements
- Gardening and landscape
- Pest control
- Repairs
- Commission

- Inspections
- Property management fee
- HOA fees
- Mortgage interest
- Real estate property tax and occupation taxes
- Furniture and household items for rental property
- Depreciation
- Tax preparation fees
- Legal fees

Real Estate Agent Specific Deductions

- Brokerage/license/desk fee
- MLS fees
- Electronic Key and key box fees
- Closing / New Homebuyer Expenses (Classified as advertising, not gifts)
- Property promotion – signs, professional photography, staging costs, open house cost, virtual tour service, etc.

Freelance Artist Specific

- Costumes
- Dry cleaning
- Makeup & Hair
- Props and gig equipment
- Plastic surgery or cosmetic dental procedure
- Studio or workshop fees
- Music and/or art supplies
- Stage tips

Thank you for choosing me to assist with your tax related issues. I am committed to servicing you and appreciate the opportunity to do so. Should you have any questions, please do not hesitate to contact me. I look forward to hearing from you.