

# **MCCOY'S ACCOUNTING AND TAX SERVICES, INC.**

Minimum Tax Liability, Maximum Tax Benefits

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## **Small Business Income and Expenses Checklist**

The following is a general **BUSINESS** checklist and may not apply to everyone. Whether you have an appointment or send your information to us, the following amount totals are needed.

- Gross receipts or Sales Total (include any 1099-MISC's forms received, and indicate if the Sales Total includes any income shown on the 1099-MISC's \_\_\_\_\_)
- Beginning inventory \_\_\_\_\_
- Amount of materials purchased \_\_\_\_\_
- Supplies \_\_\_\_\_
- Other costs (list) \_\_\_\_\_
- Ending inventory \_\_\_\_\_
- Advertising \_\_\_\_\_
- Bank service charges \_\_\_\_\_
- Commissions \_\_\_\_\_
- Dues & Publications \_\_\_\_\_
- Freight/Postage \_\_\_\_\_
- Business Insurance \_\_\_\_\_
- Laundry & Cleaning (if uniforms) \_\_\_\_\_
- Legal & Professional Services \_\_\_\_\_
- Business Loan Interest \_\_\_\_\_
- Office expenses \_\_\_\_\_
- Rent of business property & equipment (list) \_\_\_\_\_
- Repairs \_\_\_\_\_
- Taxes \_\_\_\_\_
- Sales tax collected \_\_\_\_\_
- Travel & Entertainment \_\_\_\_\_
- Utilities, including telephone and internet if applicable \_\_\_\_\_
- Wages paid \_\_\_\_\_
- Other expenses \_\_\_\_\_
- Cost of new equipment purchases \_\_\_\_\_
- Vendors that you have paid more than \$600 to in one year?
- Estimate tax payments made: dates paid & amounts