

# Tax Interview Checklist - Business

## The "Shoe Box" Checklist

*Please bring the following items to your tax interview:*

### **Business or Schedule C Filers**

- Accountants Review Copy of your QuickBooks File (or your manual check registers and records if not using QuickBooks)
- Year-end Bank Statements for all open accounts, reconciled to books
- Year-end Credit Card Statements for all open accounts, reconciled to books
- Year-end Loan Statements for all loans outstanding during year
- Last Four Quarterly Sales Tax Returns filed (or last one if Annual filer)

### **If You Have Payroll**

- 941's for all four quarters
- 940
- W-3
- Any notices received
- Invoices for any large assets purchased
- All year end tax documents (1099's etc.)
- Any IRS or State notices received
- Auto Mileage (if applicable):
  - Description of each vehicle used (Make and Year)
  - Total mileage for the year (all miles including personal)
  - Number of miles that are Business miles for the year

### **Business Use of Home (if applicable)**

- Total square footage of home
- Square footage of space dedicated to office use only
- Mortgage Interest and Taxes (or Rent) paid for the year
- Utilities (not including phone)
- Repairs and maintenance
- Trash service
- Insurance