

LISA HILL TAX & ACCOUNTING

OFFICE PH: (520) 825-4080

FAX: (888) 761-9291

BUSINESS OWNERS DOCUMENT LIST:

BUSINESS NAME

EIN

BUSINESS ADDRESS

TYPE OF BUSINESS PRODUCT/SERVICE

IF YOU HAVE FINANCIAL STATEMENTS AVAILABLE, PLEASE BRING THEM WITH YOU. I WILL NEED CURRENT YEAR PROFIT AND LOSS, CURRENT YEAR BALANCE SHEET, LAST YEAR BALANCE SHEET. IF NO FINANCIAL STATEMENTS ARE AVAILABLE, PLEASE BRING TOTALS ONLY * FOR THE FOLLOWING:

INCOME:

INCOME TOTAL

INCOME FROM 1099-MISC. (BRING EACH ONE)

INCOME FROM BARTER

EXPENSES:

ADVERTISING

AUTO EXPENSES (COST, YEAR PURCHASED, TYPE) (LOAN INTEREST, MAINTENANCE, REPAIRS, TOTAL MILEAGE, BUSINESS MILEAGE)

COMMISSIONS PAID

CONTRACT LABOR (PLEASE PROVIDE 1099-MISC FOR CONTRACT WORKERS)

LIABILITY INSURANCE

INTEREST ON BUSINESS PROPERTY OR BUSINESS LOAN

LEGAL FEES

PROFESSIONAL FEES

OFFICE EXPENSES

RENT OF BUILDING OR EQUIPMENT — LISTED SEPARATELY

REPAIRS

SUPPLIES

TAX & LICENSE - LISTED SEPARATELY

TRAVEL — HOTELS, AIRFARE, CAR RENTAL, PARKING, - LISTED SEPARATELY

MEALS — ONLY ALLOWED FOR BUSINESS PURPOSE

ENTERTAINMENT — NO LONGER ALLOWED

UTILITIES

WAGES PAID — (PLEASE PROVIDE COPY OF FORMS W2 & W3)

INVENTORY:

PURCHASES
RETURNS
COST OF ITEMS KEPT FOR YOURSELF
INVENTORY AT BEGINNING OF YEAR
INVENTORY AT END OF YEAR

OFFICE IN HOME

TOTAL SQ FT OF HOME
SQ FT OF EXCLUSIVE OFFICE SPACE
HOME INSURANCE
UTILITIES
PROPERTY TAX
MORTGAGE INTEREST
PURCHASE PRICE OF HOME, LESS VALUE OF LAND
DATE PUT INTO SERVICE FOR BUSINESS USE

MAJOR PURCHASES — LISTED SEPARATELY

DESCRIPTION OF ITEMS
COST
DATE OF PURCHASE

FEDERAL ESTIMATED TAX - AMOUNT AND DATE PAID OF EACH INSTALLMENT

STATE ESTIMATED TAX — AMOUNT AND DATE PAID OF EACH INSTALLMENT

*For Income Tax Preparation, we do not accept receipts in boxes, bags or un-totaled items. If this is brought in, it will be returned to you. Hourly fees will apply to any bookkeeping type of service that this office provides.