

# Tax Prep Checklist for Executives and Business Professionals

Filing your business tax returns can be very complicated and overwhelming. This checklist will let you know what you need and help you get organized. This list will help us do our job. It is a concise, though not exhaustive, outline of some of the documents we will need when we meet with you.

## **Professional Fees & Dues**

- Association Dues
- Credentials
- License
- Professional Associations
- Union Dues
- Other: \_\_\_\_\_

## **Supplies & Expenses**

- Briefcase
- Business Meals (enter 100% of expenses)
- Business Cards
- Clerical Service
- Computer Software
- Computer Supplies
- Customer Lists
- Entertainment (enter 100% of expense)
- Equipment Repair
- FAX Supplies
- Gifts & Greeting Cards
- On-line Charges
- Legal & Professional Services
- Office Expenses
- Photocopy Expenses
- Postage
- Shipping
- Stationery
- Technical Publications
- Other: \_\_\_\_\_

## **Equipment Purchases**

- Cellular Phone
- FAX Machine, Calculator & Copier
- Pager, Recorder & Phone
- Computers & Printers
- Modems & Computer Peripherals
- Other: \_\_\_\_\_

## **Continuing Education**

- Correspondence Course Fees
- Course Registration
- Lab Fees
- Materials & Supplies
- Photocopy Expense
- Reference Material
- Research Expenses
- Seminar Fees
- Textbooks
- Other: \_\_\_\_\_

## **Telephone Expenses**

- FAX Transmissions
- Paging Service
- Toll, Cellular & Pay Calls
- Other: \_\_\_\_\_

## **Auto Travel (in miles)**

- Between Jobs or Locations
- Client Meetings
- Continuing Education
- Job Seeking
- Out-of-town Business Trips
- Purchasing Job Supplies & Materials
- Professional Society Meetings
- Parking Fees & Tolls (\$)
- Other: \_\_\_\_\_

**Travel – Out of Town**

- Airfare
- Car Rental, Taxi, Bus, Train & Subway
- Parking & Tolls
- Lodging (do not combine with meals)
- Meals (do not combine with lodging)
- Porter, Bell Captain & Laundry
- Telephone Calls (including home)
- Other: \_\_\_\_\_

**Miscellaneous Expenses**

- Liability Insurance – Business
- Subscriptions
- Resume
- Other: \_\_\_\_\_