MolenTax

Income Tax Checklist

Phone: 281-440-6279 ● Fax: 281-716-6000

Mileage (Personal Vehicle)	
Starting Mileage	
Ending Mileage	
Total Miles Driven for the Year	
Commuting Miles	
Training Miles	
Education Miles	
Office Supply Purchase Miles	
Equipment Purchase Miles	
Out-of-Town Miles	
Other Miles	
Advertising	
General Advertising	$
Business Cards	$
Promotional Items	$
Education	
Continuing Education Expense	$
Tuition/Professional Development	$
Books	$
Legal and Professional	
License Fees/Professional Dues	$
Office Rental	$
Business Gifts (Limit $25 per individual)	$
Tax Preparation	$
Other	$
Office Expense	
Pens/Pencils/Paper	$
Computer Software/Memory	$
Printer/Fax/Scanner	$
Computer Purchase/Upgrade	$
Other	
Other:	$

Entertainment	
Business Meals	$
Other Entertainment	$
Travel	
Parking(business/non-commute)	$
Tolls (business/non-commute)	$
Airfare	$
Hotel	$
Communication	
Cell Phone (Monthly/Annually)	$
Air Card (Monthly/Annually)	$
Internet Monthly/Annually	$
New Cell Phone / Air Card	$
General Supplies (Add Industry Specific Categories)	
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$