

General Business Income Tax Checklist

Gross Income:

Vehicle and Travel

Starting mileage (Jan 1)	
Ending mileage (Dec 31)	
Commuting / Personal	
Training miles	
Education miles	
Out of town miles	
Equipment purchase miles	
Other business miles	
Other business miles	
Car registration	
Interest paid on vehicle	
Airfare & Lodging	
Hotel / Motel	
Business Meals	
Tolls / Parking	
Uber / Taxi	

Advertising

Business cards	
Social media / Website / Email services	
Promotional items / Paid ads	
Marketing	
Other	
Other	

Legal and Professional

Licenses / Certifications	
Continuing education	
Training / Professional development	
Books	
Tax preparation	
Other	
Other	

Office

Pens / Pencils / Paper	
Tablet / Computer and accessories	
Software	
Printer / Toner / Ink	
Other	
Other	

Communication

Cellphone	
Cellphone accessories	
Tablet / Aircard service	
New cell / Aircard	
Home internet	

General Bus. Expenses

Professional / Union dues	
Office rental	
Business gifts	
Materials	
Labor (employee / contract)	
Other	

Inventory?

Yes / No

Conduct business at home?

Yes / No

Purchases of \$2,500 or more

* Commuting miles are non-deductible unless business use of home in certain circumstances, ask your tax advisor if you qualify

* Are you required by the state to collect sales tax?

* Did you or will you receive any 1099-Misc or 1099-K's regarding your business income?