

**Sales/Online Sales Income Tax Checklist**

Gross Income:

**Vehicle & Travel**

Starting mileage (Jan 1)	
Ending mileage (Dec 31)	
Commuting/Personal mileage	
Post office miles	
Office supply miles	
Networking 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	

**Education**

Classes	
Workshops	
Other	

**Insurance (not vehicle)**

Liability	
Professional	

**Communication**

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

**Legal and Professional**

Bank fees	
Merchant processing fees	
Annual credit card fees	
Licenses	
Commissions	
Business gifts (limit \$25 per individual)	
Tax preparation	
Attorney fees	
Templates (for seller's policies)	
Storage	

**Office**

Pens / Notepad / Logbook	
Tablet / Computer and accessories	
Software	
Paper / Printer / Toner / Ink	
Cloud storage	
Apps	
Other	
Other	

**Supplies**

Camera	
Film	
Lighting	
Tripods	
Printer	
Packaging materials	
Other	
Other	

Inventory?

Yes / No

Conduct business at home?

Yes / No

**Purchases of \$2,500 or more**


\* Does your 1099 reflect your gross pay, or your net pay after deductions? You need to know!