

Sales/Online Sales Income Tax Checklist

Gross Income:

Vehicle & Travel

Starting mileage (Jan 1)	<input type="text"/>
Ending mileage (Dec 31)	<input type="text"/>
Commuting/Personal mileage	<input type="text"/>
Post office miles	<input type="text"/>
Office supply miles	<input type="text"/>
Networking miles	<input type="text"/>
Other business miles	<input type="text"/>
Other business miles	<input type="text"/>
Car registration	<input type="text"/>
Interest paid on vehicle	<input type="text"/>
Airfare & Lodging	<input type="text"/>
Hotel / Motel	<input type="text"/>
Business Meals	<input type="text"/>
Tolls / Parking	<input type="text"/>
Uber / Taxi	<input type="text"/>

Advertising

Business cards	<input type="text"/>
Social media / Website / Email services	<input type="text"/>
Promotional items / Paid ads	<input type="text"/>
Marketing	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

Education

Classes	<input type="text"/>
Workshops	<input type="text"/>
Other	<input type="text"/>

Insurance (not vehicle)

Liability	<input type="text"/>
Professional	<input type="text"/>

Communication

Cellphone	<input type="text"/>
Cellphone accessories	<input type="text"/>
Tablet / Aircard service	<input type="text"/>
New cell / Aircard	<input type="text"/>
Home internet	<input type="text"/>

Legal and Professional

Bank fees	<input type="text"/>
Merchant processing fees	<input type="text"/>
Annual credit card fees	<input type="text"/>
Licenses	<input type="text"/>
Commissions	<input type="text"/>
Business gifts (limit \$25 per individual)	<input type="text"/>
Tax preparation	<input type="text"/>
Attorney fees	<input type="text"/>
Templates (for seller's policies)	<input type="text"/>
Storage	<input type="text"/>

Office

Pens / Notepad / Logbook	<input type="text"/>
Tablet / Computer and accessories	<input type="text"/>
Software	<input type="text"/>
Paper / Printer / Toner / Ink	<input type="text"/>
Cloud storage	<input type="text"/>
Apps	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

Supplies

Camera	<input type="text"/>
Film	<input type="text"/>
Lighting	<input type="text"/>
Tripods	<input type="text"/>
Printer	<input type="text"/>
Packaging materials	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

Inventory? Yes / No

Conduct business at home? Yes / No

If yes: Home SF: _____ Office SF: _____

Purchases of \$2,500 or more

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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