

## Business Deductions and Checklist

Bank account number and bank routing number if you would like direct deposit of your refund

If this is your first year with 20/20 Tax Services, please include a copy of your prior year tax return if available

### All Income Statements

Income from sales of products or services

Business checking/savings account interest (1099-INT or statement)

Other income

### Inventory – if applicable

<input type="checkbox"/> Beginning inventory	<b>Amount</b>
	\$ _____

<input type="checkbox"/> Inventory purchases	\$ _____
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<input type="checkbox"/> Ending inventory	\$ _____
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<input type="checkbox"/> Returns	\$ _____
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### Expenses/Deductions

<input type="checkbox"/> Accounting Fees / Tax Preparation	\$ _____
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<input type="checkbox"/> Advertising	\$ _____
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<input type="checkbox"/> Association Dues	\$ _____
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<input type="checkbox"/> Bank Charges	\$ _____
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<input type="checkbox"/> Client Gifts	\$ _____
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<input type="checkbox"/> Commissions and Sales Expenses	\$ _____
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<input type="checkbox"/> Consultation Expense	\$ _____
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<input type="checkbox"/> Continuing Professional Education Expense	\$ _____
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<input type="checkbox"/> Contract Labor	\$ _____
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<input type="checkbox"/> Credit and Collection Fees	\$ _____
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<input type="checkbox"/> Delivery Charges	\$ _____
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- Dues and Subscriptions \$ \_\_\_\_\_
- Employee Benefit Programs \$ \_\_\_\_\_
- Equipment Rentals \$ \_\_\_\_\_
- Insurance \$ \_\_\_\_\_
- Internet Hosting/Domain Names \$ \_\_\_\_\_
- Legal Fees \$ \_\_\_\_\_
- Licenses and Permits \$ \_\_\_\_\_
- Maintenance and Repairs \$ \_\_\_\_\_
- Meals and Entertainment \$ \_\_\_\_\_
- Office expenses and supplies \$ \_\_\_\_\_
- Postage \$ \_\_\_\_\_
- Printing/Copying \$ \_\_\_\_\_
- Professional Fees \$ \_\_\_\_\_
- Promotion \$ \_\_\_\_\_
- Rent Expense \$ \_\_\_\_\_
- Salaries, Wages and other benefits and compensation \$ \_\_\_\_\_
- Security \$ \_\_\_\_\_
- Small tools and Equipment \$ \_\_\_\_\_
- Software \$ \_\_\_\_\_
- Supplies \$ \_\_\_\_\_
- Taxes \$ \_\_\_\_\_
- Telephone \$ \_\_\_\_\_
- Travel Expenses \$ \_\_\_\_\_
- Uniforms \$ \_\_\_\_\_
- Utilities \$ \_\_\_\_\_

**Misc.**

- Copies of any IRS notices you have received
- Any other information you think might be relevant
- If you have an in-home office
  - Total square footage of home
  - Square footage of office space