

## 2019 Business Checklist (if applicable)

Business Name: \_\_\_\_\_ Owner: \_\_\_\_\_

If you had self-employment income or were an owner in an S Corporation, C Corporation or Partnership, and we are preparing the 2019 business return, please complete this checklist along with the following items when we meet to prepare those returns:

Y or N

- Have you reconciled your business bank account?
- Did you deposit all business income into your business account(s) for 2019? If no, where else did you deposit the business income?
- If you claim automobile or vehicle expenses, did you keep a business mileage log (for business vehicles or personal vehicles used for business) for 2019 or can you create a log to support the total number of business miles driven in 2019?
- Were all your business expenses provided to us paid by either check or credit card, of which you have or can get copies?
- Do you have receipts &/or documentation to support all the 2019 business expenses claimed on your summary?
- For those who provided or rendered services to your business during 2019, did you pay anyone not incorporated \$600 or more during 2019? If yes, were 1099's prepared and filed with the IRS?
- (For S Corporations ONLY): Did you take a salary for 2019 and report those wages on a 2019 W-2?
- \*\* (For Sole proprietors ONLY): Do not claim an expense for "wages or salary" paid to yourself or spouse unless your spouse received a W-2 form from your business.
- Did the business purchase any equipment, furniture, fixtures or vehicles during 2019? If so, please bring in a copy of the purchase receipt or provide us with a description, date & amount of each item.
- Did the business repay any loans/acquire a new loan during 2019? If so, what interest was paid on the loan(s) during 2019? Please provide a list of the principal balance due of all loans at 12/31/19.
- MEMO – If you do not have a separate business bank account, it's advisable to setup one for 2019
- If you were not using QuickBooks, please summarize your business income received in 2019 and separate and summarize the expenses paid by cash or check during 2019. You should include credit card purchases prior to 12/31/19 in your expenses even though they were not paid for as of 12/31/19.  
If you don't use QB's, balance in all business bank accounts on 12/31/19: \$\_\_\_\_\_

Did you receive & deposit any gifts, inheritances, insurance proceeds, nontaxable income or personal deposits into your business account during 2019? If so, please provide the details.

**For new clients only, (when applicable) please bring in a copy of your 2018 business Federal and State(s) returns with a detailed depreciation schedule.**