

## *Small Business Checklist provided by LL Consulting*

### *Income*

- Gross receipts from sales or services (1099's)
- Beginning Inventory (if applicable)
- Ending Inventory (if applicable)
- Returns and allowances (including bad debts)
- Business bank account interest (1099-INT or statement)

### *Transportation and Travel Expenses*

#### *Local Transportation*

- Business mileage documentation
- Receipts for public transportation, parking and tolls

#### *Travel away from home*

- Airfare or mileage (actual expense if drove)
- Hotels
- Meals and tips
- Taxis and tips

### *Additional Expenses*

- Advertising
- Benefits
- Contract Labor (Do you need 1099's done? Amounts over \$600)
- Commissions
- Depreciation (assets purchased during the year)
- Education
- Insurance
- Interest Expenses (loans, lines of credit, credit cards, etc.)
- Legal Fees
- Office supplies
- Rent (office, warehouse, equipment, etc.)
- Repairs & Maintenance
- Taxes (Bus Property, Payroll, etc.)
- Utilities (Cell Phone, Internet, bldg utilities)

### *Home Office*

- Square footage of office space (hours of use for daycare business)
- Total square footage of home (not applicable for daycare business)
- Mortgage interest and property taxes or rent paid
- Utilities (power, gas, alarm, water, sewer, trash - whole year)
- Purchase price of house (for depreciation purposes)



**1040** Department of the Treasury—Internal Revenue Service  
**U.S. Individual Income Tax Return**  
For the year Jan. 1–Dec. 31, 2008, or other tax year beginning  
Your & Your Spouse's Initial Last name  
If a joint return, Last name

**Label**  
Use instructions on page 101