

## Business and Rental Property Check List

Please bring the following information to your tax appointment *if you own a business*:

- **Summary of Income** (w/o sales tax) – Provide all 1099-MISC, 1099-NEC and 1099-K
- Please provide details of any grants received and payments by virtual currency (digital asset).
- **Inventory on December 31**
- **Summary of Expenses - Expense Categories** - Total for each unless asked for in detail.
  - 1) Merchandise *purchased* for resale (less Product for Personal Use)
  - 2) Advertising
  - 3) **Car and truck Expenses** - *Following details for each vehicle*
    - For any vehicle purchase, lease, or trade during the year, bring purchase and financing information
    - Description of auto (year, model, make), date purchased, date put into business use and original cost
    - Notify your preparer if your vehicle's gross weight is greater than 6,000 pounds
    - Auto mileage (total mileage broken out to business, commuting, and personal)
    - Tolls, Parking, and Interest (bring purchase documentation and we will calculate interest for you)
    - The following information is needed for vehicles if taking the actual expense method, or are not sure if you are taking the actual expense method or the standard mileage method*
    - Auto Expenses (for actual expense method only) - gas, oil and lube, tires and batteries, repairs and maintenance, garage rent, auto clubs, washing and polishing, insurance, licenses, leases, etc.
  - 4) Commissions and fees
  - 5) Contract Labor (independent contractors)
  - 6) Dues & Subscriptions
  - 7) Wages (**Bring 941's, 940, W2's/W3 and NYS 45's**)
  - 8) Employee Benefits programs
  - 9) Insurance (health insurance separately)
  - 10) Mortgage Interest – business property
  - 11) Other Interest - business loans
  - 12) Legal and Professional Services
  - 13) Office Expenses
  - 14) Bank and credit card fees
  - 15) Gifts
  - 16) Utilities (for 100% business property)
  - 17) Taxes & Licenses
  - 18) Travel
  - 19a) Meals (Travel and local broken out)
  - 20) Supplies
  - 19b) Entertainment
  - 21) Repairs, Maintenance, and cleaning
  - 22) **Purchases of assets that last more than a year** (computer, tools, office furniture, etc.)  
Provide Detail- description, date purchased and cost.
  - 23) Business telephone, cell phones (Also long distance/special business features on personal phones)
  - 24) Rent or lease of Real Estate and Machinery & Equipment (Real Estate stated separately)
  - 25) Other Expenses *broken out by vendor* - with explanation
  - 26) Detail for any sale or trade of equipment (money received, date sold, etc.)
  - 27) Detail of assets purchased prior to business start or in prior years and put into business use this year
  - 28) **Home office** - If you have an area in your home that you exclusively and regularly use for business:  
Square feet of area used for business, total square feet of home, mortgage interest, real estate taxes, insurance, repairs & maintenance, utilities (not including water), original cost of home, cost of improvements to home since purchase, and your estimated fair market value of the home when you started using it for business.
  - 29) For Partnerships and Corporation: Need detail of cash and property put into business for each partner and shareholder as well as distributions of cash or property.
  - 30) Did you make any payments requiring Forms 1099 to be filed? This includes payments of \$600 or more by cash or check to a lawyer or unincorporated business. If so, did you file the Forms 1099?

Please bring the following information to your tax appointment *if you own rental property*:

**Rental Property** - Rents Received/Expenses (each property separately) Provide any 1099-MISC received  
*Expense Categories* - advertising, travel (miles), cleaning & maintenance, commissions, insurance, legal & professional, management fees, mortgage and other interest, repairs, supplies, taxes, utilities, etc. For appliances, carpets, and improvements - date purchased/completed, description and cost. If you rent out part of your home, provide the above expense categories broken out for the following areas: 1) common areas, 2) rental area only, and 3) personal residence area only. **See number 30 above.**

**Please call with any questions! Please keep the appointment even if more information is needed.**