Items to Bring to Your Business Tax Preparation Appointment

- Total business miles driven during the tax year (and a log to substantiate your claim).
- Time-usage amounts allocated between business and personal use for items such as home computers, cellular telephones, aircraft, boats, dual-use VCR players and cameras, country club expenses, and vacation homes.
- Date, cost, and description of any new equipment or autos for a business or rental property with an item cost of over $500 (depreciable items). Dates, descriptions, and amounts are a must.
- Records of any sale, trade, or discard of any items that were on a depreciation schedule in prior years.
- Business expenses broken down into categories, including documentation for justification. Meals and entertainment must be categorized separate of other expenses because of their special tax treatment.
- List of all your assets in acquisition date order along with depreciation records.
- Copy of your balance sheet and profit and loss statement for the year (from your bookkeeping staff or printed from your computerized bookkeeping program).
- Records including name, address, social security number, and all amounts over $600 paid to any non-corporate independent contractors (this is for Forms 1099 that contractors must receive by January 30 unless they have already been filed).

- Copy of last year’s tax returns.
- Year-end payroll reports and employee W-2s.
- Year-end lender statements showing interest expense on loans for vehicles, equipment, buildings, lines of credit, etc. If the lender did not calculate the interest expense for you, bring in your original loan contract.
- Year-end credit card statements showing interest paid on unsecured business expenses.
- Year-end product inventory balance at cost from your detailed inventory count.
- Year-end aged accounts receivable and aged accounts payable reports if you are using the accrual basis of accounting.
- The business owner’s health insurance premiums and other fringe benefit payments separated from disbursements for the company’s other employees.
- Details on company charitable contributions including specific items donated and method used to determine value.
- Details of cash or other property loans to or from the company, including repayment terms and interest rates, etc. This includes loans to or from officers and employees.
- Name, address, social security number, and phone number for each of the company’s owners (new clients only).

- Year-end bank reconciliation for the company’s business bank accounts (does not apply to sole proprietors).

- Any IRS or state tax board correspondence you have received.

- A list of questions you may have or any other projects for which you need assistance.

- Any other documents you feel may be needed or that you want to discuss.

- For S corporations, C corporations, limited liability companies, and limited partnerships, dates and amount of any California franchise tax (usually $800), and tax periods for which the payments apply.

- Remember: Calendar-year corporation tax returns must be filed by March 15. Partnership, limited liability company, and sole proprietorship returns are due by April 15.