



### Business Information

- Full name, EIN of business
- Current address, phone #
- Names, addresses, phone #s, SSNs of owners
- Business registration type (Sole Proprietorship, LLC, Partnership, S-Corp, Corporation)
- Primary business activity or type of product sold
- Copy of last year's federal and state tax returns (unless prepared here)

### Income Information

- Profit & Loss statement, Balance Sheet if available
- All income for the business, including cash, credit cards, and other direct payments
- Any 1099-MISC / 1099-NEC forms received
- Interest income (Form 1099-INT, 1099-OID)

### Expense Information

- Cost of products sold
- Advertising expense
- Vehicle year and make used for business, mileage for business, total mileage put on vehicle
- Commissions paid
- Contract labor paid, copy of 1099-NECs issued
- Equipment purchased
- Insurance expense
- Interest expense (mortgage, business loans, credit cards used for business)
- Legal and professional fees (ex: LLC fees, tax preparation fees)
- Office expenses
- Retirement plan contributions (IRA, SEP, SIMPLE)
- Rent expense
- Leased equipment expenses
- Supplies expense
- Taxes and licensing fees (ex: sales tax, excise tax, continuing education)
- Travel expenses (ex: rental car, airfare, tolls, parking, hotel)
- Meal expenses (ex: client meetings, overnight travel)
- For daycares, number of breakfasts, lunches, dinners, snacks served
- Utilities, cell phone, internet expenses
- Wage expense, copy of W2s issued
- Business use of home information (sq. footage office, sq. footage total house, mortgage interest/rent, real estate taxes, homeowner's insurance, utilities-electric, gas, water, trash, security; for daycares, # of hours open per day & days open per year)