



# TAX TIDBITS

*"Good things come in small packages - minimize your taxes now!"*

*Call us today to find out more! 817-545-1277*

**BUSINESS INCOME AND EXPENSES  
TAX RETURN CHECK-LIST**

Name of Proprietor \_\_\_\_\_ ID # \_\_\_\_\_

Business \_\_\_\_\_

Business Use of Auto: (written records required)

Total Miles \_\_\_\_\_

Business Miles \_\_\_\_\_

Commuting Miles \_\_\_\_\_

Personal Miles \_\_\_\_\_

Gross Receipts or Sales \_\_\_\_\_

Cost of Sales \_\_\_\_\_

Expenses \_\_\_\_\_

Advertising \_\_\_\_\_

Bank Charges \_\_\_\_\_

Car & Truck Expenses \_\_\_\_\_

Commission & Fees \_\_\_\_\_

Depreciation \_\_\_\_\_

Insurance \_\_\_\_\_

Interest \_\_\_\_\_

Legal & Professional \_\_\_\_\_

Office Expense \_\_\_\_\_

Professional Dues \_\_\_\_\_

Publications \_\_\_\_\_

Rent \_\_\_\_\_

Repairs \_\_\_\_\_

Supplies \_\_\_\_\_

Taxes & Licenses \_\_\_\_\_

Telephone \_\_\_\_\_

Travel \_\_\_\_\_

Meals & Entertainment \_\_\_\_\_

Utilities \_\_\_\_\_

Other \_\_\_\_\_

**PURCHASE OF BUSINESS EQUIPMENT, AUTOS OR COMPUTERS**

<u>Date Purchased</u>	<u>Description</u>	<u>% of Business Use</u>	<u>Cost</u>
_____	_____	_____	_____
_____	_____	_____	_____

**OFFICE IN HOME**

Square foot of office: \_\_\_\_\_ Total Square foot of home: \_\_\_\_\_

Interest \_\_\_\_\_ Taxes \_\_\_\_\_ Utilities \_\_\_\_\_

Insurance \_\_\_\_\_ Maintenance \_\_\_\_\_