



Cannon Tax & Accounting, Inc.

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Corporate Tax Checklist

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This checklist is for corporations and partnerships

- Corporate Bank Statements
 - Credit Card & Loan Statements
 - Company Retirement Plan Statements
 - New Lease Agreements
 - Invoices from any major purchases; i.e. vehicles, heavy equipment, etc... as well as Finance Agreements
 - List of all Assets
 - Payroll information
 - Invoices, if applicable
 - Income
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- **Expense Totals for the year:**
 - Accounting
 - Advertising
 - Bank Fees
 - Business Insurance
 - Cleaning / Janitorial
 - Commissions / Fees
 - Computer/Hardware/Software
 - Contract Labor
 - Dues/Subscriptions
 - Equipment/ Equipment Rental
 - Fax/E-Fax
 - Interest-other
 - Internet (% business use)
 - Legal/Professional Fees
 - Materials
 - Meals (business related)
 - Mobile Phone (% business use)
 - Mortgage Interest (business property)
 - Office Supplies
 - Postage
 - Rent (business location)
 - Repairs/Maintenance
 - Storage
 - Supplies
 - Taxes/Licenses
 - Training/Cont. Education
 - Other/Etc... (Depending on type of Business)
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- **Inventory amount at beginning and end of year, if applicable**
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- **Auto & Truck Expenses: Can deduct mileage or actual expenses (need % Business Use)**
 - Total Miles for the year
 - Total Business Miles
 - Year / Make / Model of vehicle
 - OR
 - Actual Expenses:
i.e. gas, repairs & maintenance,
insurance, etc.
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- **If you have a Home Office:**
 - Maintenance/Repairs
 - Homeowners Dues
 - Utilities for the year
 - Mortgage Interest
 - Total area used for Business / Total area of Home (sq. ft.)
 - Property Tax
 - Pest Control
 - Other