



File 4 Me Tax and Financial Services

Corporate Tax Checklist

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This checklist is for those of you that have a corporation of any kind.

- * 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
- * Expense Totals for the year:

~ Accounting	~ Materials
~ Advertising	~ Meals/Entertainment (personal)
~ Bank Fees	~ Meals/Entertainment (w/ client)
~ Business Insurance	~ Mobile Phone (% business use)
~ Cleaning / Janitorial	~ Mortgage Interest (business property)
~ Commissions / Fees	~ Office Supplies
~ Computer/Hardware/Software	~ Postage
~ Contract Labor	~ Rent (business location)
~ Dues Equipment	~ Repairs/Maintenance
~ Equipment Rental	~ Storage
~ Fax/E-Fax	~ Supplies
~ Interest-other	~ Taxes/Licenses
~ Internet (% business use)	~ Training/Cont. Education
~ Legal/Professional Fees	~ Other/Etc... (Depending on type of Business)
- * Inventory amount at beginning and end of year, if applicable
- * Mileage:
 - ~ Total miles driven for business purposes
 - ~ Total miles driven on vehicle for the year (Jan 1 - Dec 31)
 - ~ Year / Make / Model of vehicle (see mileage log worksheet)
- * If you have a Home Office:

~ Maintenance/Repairs	~ Property Tax
~ Homeowners Dues	~ Pest Control
~ Utilities for the year	~ Other
~ Mortgage Interest	
~ Total area used for Business / Total area of Home (sq. ft.)	