Alliance Financial & Income Tax
Helping You Keep More Of Your Hard-Earned Money

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Items to bring with you for your tax appointment

(Note that not all of these may apply.)

SELF EMPLOYMENT INCOME – This applies if you received any 1099-MISC forms or worked as a subcontractor

Best prepared on QuickBooks. Please print a CASH BASIS Balance Sheet and Profit and Loss Comparative so it shows current and prior year information.

- Income, Revenue, Sales
- Cost of goods sold – This is the amount you paid for what you resold
- Advertising
- Car and Truck Expenses (I can send you another worksheet that details out the information I need)
- Subcontractor costs (copy of 1099's filed)
- Insurance
- Health Insurance – please have this amount separate
- Interest – if any for large loans on equipment or working capital
- Legal and Professional Fees
- Office Expenses
- Rent
- Repairs and Maintenance
- Supplies
- Taxes and Licenses
- Travel – out of town – hotels, rental cars, airlines
- Utilities
- Telephone
- Internet, if separate
- Payroll – This should tie into your 941 reports-need YTD reports
- Payroll Taxes- Need YTD reports
- Workers Comp Insurance
- Bank Service charges, Merchant Fees, Credit Card Processing Fees
- Dues and Subscriptions, Membership fees to professional organizations
- Continuing Education
- Postage and Delivery
- Business Meals
- Computer Expenses
- Tools
- Uniforms
- Capital improvement or new fixed asset acquisition information
- Depreciation schedules if you are a new client
- Settlement statements for all real estate