

Business Checklist - For Self-Employed, LLCs, Inc.s

Name: _____

Doing Business As Name: _____

Business Address: _____

Employer Identification Number (EIN): _____

Circle Entity Type: Self / LLC-Self / Partnership / LLC-Partnership / S-Corp / C-Corp Inc

Yes No Is your Secretary of the State Corporate registration current?

Yes No Have you issued 1099s to all contractors paid more than \$600 this year?

Type of Business (What do you do?) _____



Cost of Goods Sold:

Inventory Beginning of the year:	\$ _____
Purchases of Inventory	\$ _____
Cost of Labor	\$ _____
Materials & Supplies	\$ _____
Inventory End of the Year:	\$ _____

Cost of goods sold generally refers to expenses that are realized in product based businesses. Some service industries also sell a product and maintain an inventory.

Total/ Gross Income: \$ _____

Money taken out of Company by Owner(s) /Shareholder(s) _____

EXPENSES:

Accounting	Interest Expense (Business Credit Cards, Business Loans)	Supplies
Advertising (Services of an Advertiser)	Internet	Taxes
Auto Expenses (Actual)	Janitorial	State and local
Auto Expenses (MILEAGE Need Written Proof)	Laundry and cleaning (Business Property)	Payroll (employer share)
Bad Debts	Legal & Professional	Telephone
Bank Fees	Marketing (Products used for Marketing i.e. Cards, brochures, website)	Tools
Cell Phone	Meals (necessary for a business purpose)	Travel
Computer (Equipment)	Meetings	Uniforms
Merchant Services Fees	Miscellaneous	Utilities
Depreciation (See Below)	Office Expenses	Waste removal
Dues and Subscription	Services	
Education and Training	Parking and Tolls	<i>Other Deduction (Please Itemize/List)</i>
Employee Benefits	Payroll Processing	_____ \$ _____
Entertainment (Must have Business Purpose)	Wages and Salaries	_____ \$ _____
Equipment Rental/Lease	Shareholders	_____ \$ _____
Freight	Non-Shareholders	_____ \$ _____
Fuel (Not for Autos)	Permits and Fees	_____ \$ _____
Gifts	Postage/Shipping	_____ \$ _____
Independent Contractor (Issue 1099s)	Printing	_____ \$ _____
Insurance	Recruiting/Hiring	_____ \$ _____
General	Rents	_____ \$ _____
Building and Equipment	Repairs and Maintenance	_____ \$ _____
Liability	Security	_____ \$ _____
Workman's Comp	Software	_____ \$ _____