



Cannon Tax & Accounting, Inc.

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
- * 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 you do invoicing
- * Income
- * Expense Totals for the year:
 - ~ Accounting
 - ~ Advertising
 - ~ Bank Fees
 - ~ Business Insurance
 - ~ Cleaning / Janitorial
 - ~ Commissions / Fees
 - ~ Computer/Hardware/Software
 - ~ Contract Labor
 - ~ Dues Equipment
 - ~ Equipment Rental
 - ~ Fax/EFax
 - ~ Interest-other
 - ~ Internet (% business use)
 - ~ Legal/Professional Fees
 - ~ Materials
 - ~ Meals/Entertainment (personal)
 - ~ Meals/Entertainment (w/ client)
 - ~ 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)
- * 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:
 - ~ Total area used for Business / Total area of Home (sq. ft.)
 - ~ Maintenance/Repairs
 - ~ Homeowners Dues
 - ~ Utilities for the year
 - ~ Mortgage Interest
 - ~ Property Tax
 - ~ Pest Control
 - ~ Other