

LivingstonCPA's Tax Checklist for Businesses

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Form from: <http://www.livingstoncpa.com/resources/BusinessChecklist.asp>

Please use this list as a guide in gathering your information, complete it with your personal contact information below, and enclose it with your submission to me. Please provide any additional information related to income and expenses that may be required for your tax return.

- Business name, address, and description of the nature of your business
- Copy of last year's Federal and State tax returns (new clients only)
- Employer identification number (if applicable)
- Accounting method, i.e. Cash or Accrual
- Inventory valuation method
- Gross income or receipts from business
- % of home used for business purposes
(i.e. sq. feet of business area / total sq. feet of home)
- Listing of assets and dates purchased for business use in the current year
- Listing of assets currently being depreciated with details of depreciation amounts and methods used
- Balance Sheet and Income Statement. If not available, the following"
 - Cost of Goods Sold
 - Employee compensation
 - Mileage driven for business vs. total mileage of auto used for business with make, model, and year of auto
- **NEW FOR 2005 ONLY:** Mileage information (total versus amount exclusively for business) needs to be separated into two time periods: 1/1/05-8/31/05 and 9/1/05-12/31/05. Standard mileage rates were increased for the latter period. If this information is undeterminable all mileage will be deducted at the lower rate applicable until 9/1/05.
- All other business expenses
- Home office expenses— rent or mortgage, utilities, insurance, real estate taxes, etc. (These are deductible for the % business use).

Note: Please continue to the next page.

Provide the following information related to the designated contact person for tax return purposes:

Full Name _____

Occupation _____

Phone _____

Alternate Phone _____

Email Address _____

- Do you check email at least twice a week? Yes No
- May LivingstonCPA send tax-related questions and correspondence via email? Yes No
- In future years, may I send my annual tax mailer via email instead of paper mail? Yes No
- Do you want to file your return electronically?
If so, a paper copy will be given to you for your review prior to e-filing. Yes No
- Do you want to have any refund direct deposited?
If so, please enclose a voided check or deposit slip for the deposit account. Yes No

Please fax or mail completed form to:

LivingstonCPA (904) 887-7519 - Phone
1335 Lakewood Road (904) 398-6507 - Fax
Jacksonville, Florida, 32207

www.livingstoncpa.com