



# LIMITED LIABILITY COMPANY & SOLE PROPRIETOR CHECKLIST

## TO START

- Driver's License
- Social Security Cards for Every Dependent
- Birth Date for Each Person
- Physical Address (No PO Box)
- Copy of Last Two Years Federal and State Tax Returns
- Direct Deposit Information (Bank Routing Number and Bank Account Number)
- Business Name and Address
- Business Entity
- Business TIN or EIN
- Cash or Accrual Method
- Estimated Federal Tax Payments

## INCOME

- W2's
- Self Employed/1099's
- Rental/Investment/Interest Income/1099-S
- Prizes/Gambling Income
- Retirement/1099-R
- Social Security Income/SSA-1099
- Alimony Received
- Unemployment Income/1099-G
- Business Sales

## OUT OF POCKET MEDICAL EXPENSE

- Insurance Premiums
- Prescriptions
- Dentist/Doctors
- Eyeglasses/Contacts
- Nursing Home/Rehab

## MISCELLANEOUS

- Transactions Related to Crypto Currency
- Economy Stimulus Payment (Recovery Rebate Credit)
- Healthcare Forms/1095-A

## DEDUCTIONS & ADJUSTMENTS

- Mortgage Interest Paid/1098
- Property Taxes
- Student Loan Interest Paid/1098-E
- Education Expense/Tuition Paid/1098-T
- Charitable Donations
- Childcare Paid (Institution's Tax ID, Name of Facility, and Amount Paid)
- Health Saving Account Contribution
- IRA Contribution
- Energy-Efficient Home Improvements
- Alimony Paid

## BUSINESS EXPENSES

- Advertising
- Car and Truck Expense
- Commission and Fees
- Contract Labor
- Business Depreciation
- Home Office (Square Footage)
- Insurance (Other Than Health)
- Interest
- Mortgage (Paid to Lender)
- Legal and Professional Services
- Office Expenses
- Pension and Profit-Sharing Plans
- Rent or Lease of Vehicle, Machinery, and Equipment
- Rent or Lease Business Property
- Repairs and Maintenance
- Supplies
- Taxes and Licenses
- Travel (Air, Meals, Hotels, Transportation)
- Meals with Clients and/or Employees
- Utilities
- Wages
- Cost of Goods Sold (Inventory, Materials and Supplies, Cost of Labor)