



Business Deductions and Checklist

Bank account number and bank routing number if you would like direct deposit of your refund

If this is your first year with Dubin Accounting, please include a copy of your prior year tax return if available

All Income Statements

Income from sales of products or services

Business checking/savings account interest (1099-INT or statement)

Other income

Inventory – if applicable

Beginning inventory \$ _____

Inventory purchases \$ _____

Ending inventory \$ _____

Returns \$ _____

Expenses/Deductions

Accounting Fees / Tax Preparation \$ _____

Advertising \$ _____

Association Dues \$ _____

Bank Charges \$ _____

Client Gifts \$ _____

Commissions and Sales Expenses \$ _____

Consultation Expense \$ _____

Continuing Professional Education Expense \$ _____

Contract Labor \$ _____

Credit and Collection Fees \$ _____

Delivery Charges \$ _____

- Dues and Subscriptions \$ _____
- Employee Benefit Programs \$ _____
- Equipment Rentals \$ _____
- Insurance \$ _____
- Internet Hosting/Domain Names \$ _____
- Legal Fees \$ _____
- Licenses and Permits \$ _____
- Maintenance and Repairs \$ _____
- Meals and Entertainment \$ _____
- Office expenses and supplies \$ _____
- Postage \$ _____
- Printing/Copying \$ _____
- Professional Fees \$ _____
- Promotion \$ _____
- Rent Expense \$ _____
- Salaries, Wages and other benefits and compensation \$ _____
- Security \$ _____
- Small tools and Equipment \$ _____
- Software \$ _____
- Supplies \$ _____
- Taxes \$ _____
- Telephone \$ _____
- Travel Expenses \$ _____
- Uniforms \$ _____
- Utilities \$ _____

Misc.

- Copies of any IRS notices you have received
- Any other information you think might be relevant
- If you have an in-home office
 - Total square footage of home
 - Square footage of office space