

# Business Tax Prep Checklist

If a sole proprietor needs this list in addition to the Individual Checklist Items.  
All business returns require a copy of prior year return and depreciation asset list.

## Income

- 1099-NEC Independent contractor work
- Summary of Income

## Deductions

- Advertising
- Contract labor or commissions paid
- Employee benefit programs
- Business Insurance
- Interest for all business loans or business credit cards
- Office Expenses
- Legal and Professional fees
- Equipment or machinery rental or lease
- Other rents paid (building rental)
- Repairs
- Supplies
- Business taxes
- Business Travel
- Business meals
- Utilities
- Form W-3 (wages paid)
- Vehicle expenses and mileage
- Other business expenses