

P.O. Box 1853  
Des Moines, Iowa 50305  
e-mail: support@fuirsa.com



Phone: 515-225-1479  
Fax: 515-274-4986  
Toll Free: 800-344-5155

### Tax Information for Business

- \_\_\_\_\_ Total cash and credit card sales processed through business bank account, including items you used and paid for from your personal and business bank account
- \_\_\_\_\_ Returns, refunds and allowances
- \_\_\_\_\_ Other income, including bonus checks, you received by December 31  
Include 1099's
- \_\_\_\_\_ Beginning inventory – same as last year's ending inventory
- \_\_\_\_\_ Physical count on 12/31 of ending inventory valued at cost
- \_\_\_\_\_ Purchases of all items related to resale
- \_\_\_\_\_ Contract labor – but not to yourself
- \_\_\_\_\_ Wages, salaries paid to employees
- \_\_\_\_\_ Personal product used from inventory
- \_\_\_\_\_ Advertising including printing costs, copying, newsletters, Welcome Wagon, etc.
- \_\_\_\_\_ Employee benefits paid
- \_\_\_\_\_ Commissions and bonuses paid to others
- \_\_\_\_\_ Freight and postage
- \_\_\_\_\_ Insurance, liability as well as any additional home owners due to business
- \_\_\_\_\_ Insurance – home owner's policy
- \_\_\_\_\_ Interest on business loans and charge cards used in business
- \_\_\_\_\_ Legal and professional fees – including accounting services for tax preparation and general accounting
- \_\_\_\_\_ Office supplies
- \_\_\_\_\_ Rent for office space

\* Please provide information on lines only on items that pertains to your particular situation.

**Tax Information for Business (cont.)**

- \_\_\_\_\_ Rent for items used in business, such as equipment & meeting rooms
- \_\_\_\_\_ Repairs
- \_\_\_\_\_ Supplies, aides
- \_\_\_\_\_ Taxes – sales tax if included in gross sales
- \_\_\_\_\_ Travel, all costs of transportation and hotel  
\_\_\_\_\_ Number of nights away from home if not counted in travel
- \_\_\_\_\_ All business related food
- \_\_\_\_\_ Business Related Entertainment
- \_\_\_\_\_ Utilities (including trash pickup) but not telephone
- \_\_\_\_\_ Telephone, all business long distance and business telephone lines, cell phones, internet charges, web pages
- \_\_\_\_\_ Bank charges, credit card fees
- \_\_\_\_\_ Cleaning, laundry, and janitorial supplies
- \_\_\_\_\_ Any new equipment purchased under \$500
- \_\_\_\_\_ Any new equipment purchased over \$500; attach list with cost of each item
- \_\_\_\_\_ Promotional items not included in advertising
- \_\_\_\_\_ Books, publications, subscriptions, dues
- \_\_\_\_\_ Meeting expenses
- \_\_\_\_\_ Miscellaneous – anything that doesn't fit somewhere else
- \_\_\_\_\_ Total square footage for home/number of rooms
- \_\_\_\_\_ Square footage/number of rooms used in business
- \_\_\_\_\_ Total auto expenses for gas, oil, repairs
- \_\_\_\_\_ Total auto expenses for tolls, car washes, parking
- \_\_\_\_\_ Total auto insurance
- \_\_\_\_\_ Total auto lease expenses, total charged per month, not actual paid
- \_\_\_\_\_ Total auto mileage for the year
- \_\_\_\_\_ Business auto mileage for the year