

# ***Glenn Consulting, LLC***

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## **2011 Tax Record Checklist for Small Business Filer**

### ***Basic Information***

- Business name, address, and phone numbers*
- SSN or EIN, business classification code and principal business*
- Accounting method and starting date of business*
- E-mail address for your tax correspondence with Glenn Consulting LLC*
- State registration number, officers and managers, stock share information*
- Organization and/or Operating Articles and Agreement*
- 2010 Tax Return Copy (new client only)*

### ***Income***

- Gross receipts from business*
- Returns and allowances*
- Other income such as tax credit or refund, etc.*

### ***Cost of Goods Sold***

- Inventory at beginning of year*
- Purchases and personal use information*
- Costs of labor, materials & supplies, freight and other costs.*
- Inventory at end of year*

### ***Business Expenses***

- Advertising and marketing expenses*
- Car and truck expenses and business mileage*
- Commissions and fees*
- Contract labor*
- Asset depreciation list from the previous year*
- New asset (tools, machines, furniture, software, etc.) purchase date and price*
- Employee benefit program expenses*
- Insurance expense (other than health)*
- Mortgage and other business related liability interest payments*
- Legal & professional fees, tax preparation fees*
- Office expenses*

- Rent or lease expense of business property, vehicles, machinery, etc.*
- Repairs and maintenance*
- Supplies*
- Taxes and licenses*
- Travel expenses (lodging, airfare, tolls, car rental and related expenses)*
- Meals and entertainment, gifts records with client/business names and activity information*
- Utilities*
- Wages*
- Training and education*
- Bank fees, credit card processing fees*
- Postage and shipping expense*
- Phone and communication fees*
- Reference materials*
- Other business related expenses*

***Information on Your Vehicle – for each vehicle***

- Date placed in service*
- Total number of miles driven during the year, business and commuting miles*
- Written business mileage record by date*

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