

# Business Items Needed for Accounting for Taxes

Additional Information May Be Required Upon Review of Documentation

Company \_\_\_\_\_ Tax Year 2018

- \_\_\_\_\_ 12 months Bank Statements for 2018, all business use bank accounts.
- \_\_\_\_\_ Check Book Register or Stubs for Bank accounts used in 2018.
- \_\_\_\_\_ Any Loans Statements that belong to the company, need beginning of the year balance and end of year balance.
- \_\_\_\_\_ Any Vehicles used for the business where the business makes the payment, need beginning year balance and end of year balance of the loan.
- \_\_\_\_\_ 12 months Credit Card Statements for any business use credit card.

Mileage information is REQUIRED on any personally owned vehicle used for business purposes. IF any business owned vehicle must have the same information.

Mileage for Company use vehicle #1                      Owned By:    Business/Person                      (Circle One)

Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Business Miles \_\_\_\_\_ Personal Miles \_\_\_\_\_

Mileage for Company use vehicle #2                      Owned By:    Business/Person                      (Circle One)

Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Business Miles \_\_\_\_\_ Personal Miles \_\_\_\_\_

A list of All Equipment/Tools/Computer/Office Equipment Purchased in 2018 for more than \$100. (Serial number is needed only if multiples of the same type of item)

Date	Description	Serial Number	Amount Paid	Paid With: Financed, Check, Credit Card

Please continue on another sheet of paper to continue this list

A list of All Equipment/Tool/Computer/Office Equipment Sold or Disposed of in 2018

Date	Description	Serial Number	Amount Received or Trade Credit	

Please continue on another sheet of paper to continue this list