



A+ ACCOUNTING SERVICES, Inc.

319-626-8500 (NL) 319-390-7904 (CR)

2006 INCOME TAX RETURN CHECKLIST FOR BUSINESSES (Please provide the following information where applicable.)

YOUR BUSINESS INCOME AND EXPENSE MUST BE REPORTED SEPERATELY FROM YOUR PERSONAL.

1. Total income from sales. If you charge sales tax do not include sales tax in this number.
2. Sales of business assets. Include date of sale and dollars received. This includes assets abandoned or disposed of.
3. Purchase of Fixed Assets. These are purchases of equipment that will generally have a life of at least three years.
Note: date of purchase will be needed, description of asset
4. Health/Long Term Care Insurance paid. Self employed individuals may take a deduction of 100%. Please separate by type
5. Vehicle expenses. Include year and type of vehicle, total miles driven, business miles driven. Select mileage deduction or actual expenses method. You can only use mileage rate deduction if used in the first year. You have to use actual expenses if you used five or more vehicles in your business. Actual expenses would include depreciation on vehicle (I'll need cost of vehicle and date purchased), lease expense, gas, washes, repairs, insurance, registration. **I NEED TOTAL MILES AND BUSINESS MILES EVEN IF TAKING ACTUAL EXPENSES.** If it's the first year of use for a vehicle include all info for me and I will calculate the best method for your business.
6. Operating expenses: cost of supplies, employee wages, employer social security and Medicare tax (only your portion of this expense is deductible, not the amount you withhold from your employee's paycheck), State Unemployment Tax, and Federal Unemployment Tax, Employee benefits, Business Insurance, Interest on Loans, Professional Fees, Rent/Lease of building and equipment, Repairs, Maintenance, Overnight Travel, Meals, Telephone, Utility, Advertising, Office Supply, Dues, Real Estate Taxes, etc. **ANY EXPENSE YOU INCURRED FOR BUSINESS PURPOSES.**
7. Ending Inventory if you have inventory. Write down outdated and unusable inventory for write off.
8. If you operate your business out of your home you may take a home office deduction. Supply me with the following:
Total area of home, area you use exclusively to conduct business, Total cost of Rent, Insurance on home, Garbage, General phone costs (after basic charges), Utility, General Repairs. The following would be direct write offs: Cell Phone, Phone line specifically for business, internet costs, repairs made to that part of your home where you conduct business. (I should already have information on Property Taxes and Mortgage Interest from your individual information)
Note: For day care providers supply me with total hours home was used for day care instead of the area of the home used.
9. If your business reports Payroll Expenses please bring your Form 941's and year end W-3.
10. Domestic production deduction: for new construction in the United States. If you have a company that will be eligible for this deduction please call me to discuss information needed to calculate the deduction.
11. Rental property purchased or sold? Please include information on either of these items.

12. Review depreciation schedule for property that has been disposed of.
13. Identify Bad Debt
14. Remember to make retirement contributions by deadline.
SIMPLE IRA's 1/31
Traditional IRA's 4/15

If I have not prepared your business return in the past, I will need your most recent tax return.

If your business is brand new:

Name of Business

Address of Business

Business EIN number(if not EIN number your social security number will be used)

Type of Entity: Sole Proprietor, Partnership, S Corporation, LLC, C Corporation

If I take care of your books throughout the year I will already have much of this information. You will only need to supply me with your Home office information (#8) if eligible, Health Insurance (#4) if paid personally, and Vehicle mileage (#5).

If I do not take care of your books throughout the year and you need W-2's sent to your employees or 1099's sent to your vendors please have that information to me no later than 1/19/07. These items are required to be sent out by 1/31/07. After January 19 there will be an extra charge.

Corporate returns are due 3/15/07. Please have info to me no later than March 1, 2007
All other returns are due by 4/15/07. Please have info to me no later than April 1, 2007

This list is not all-inclusive. Please bring in all items you feel may have a bearing on your tax return.

If you are unsure of what expenses are deductible please list them all. I will exclude those items that are not deductible and let you know what they were. I would rather you bring too much information than not enough.

As always you may call or email with any specific questions you have.

---Valorie Witte, CPA