



"Pay only what you legally owe and not a penny more"
Income Tax Preparation Specialists

Jan & Jennie Hrdlicka
 12473 W 84th Circle
 Arvada, CO 80005
 Ph: 303-423-1454
 Fax: 303-422-5330

www.GaglianoAssociates.com

BUSINESS NAME & EIN# : _____ **TAX YEAR**

INCOME AND EXPENSES LIST

- Did you make any payments that would require you file forms 1099? **Yes/No**
 If yes, did you or will you file all required 1099 forms? **Yes/No**

INCOME TOTALS 1099's and/or Gross receipts collected including cash and tips... \$

EXPENSES – Totals for the Year

- Advertising/ Marketing \$
- Mileage Traveling for Business Totalmiles
 - o Beginning Year Odometermiles
 - o End of Year Odometermiles
 - o Interest paid on vehicle loan \$.....
- Commissions & Fees paid \$
- Contract Labor \$
- Large Ticket Items Purchased (Furniture, equipment, etc) & Date purchased
 - o _____ Date \$
 - o _____ Date \$
 - o _____ Date \$
 - o _____ Date \$
- Business Insurance Paid (not Health Insurance) \$
- Self Employed Health Insurance Premiums Paid \$
- Interest paid on business credit only \$
- Legal & Professional Fees (incl tax preparation fees paid) \$
- Office Expenses \$
 - o _____ \$
 - o _____ \$
 - o _____ \$
- Rent or Lease
 - o Vehicles, Machinery and equipment \$
 - o Other property like office rent \$
- Repairs and maintenance \$
- Materials & Supplies \$
 - o _____ \$
 - o _____ \$
 - o _____ \$
- Taxes & Licenses \$
- Travel Expenses Directly Related to Business (air, hotel, rental car etc.)..... \$
- Business Meals (purpose of meal is business only) \$
- Other Expenses (Any other expense not included in above list) \$
 - o Cell phone _____ \$
 - o Internet _____ \$
 - o Trade Education _____ \$
 - o Other _____ \$
- Payroll report (if applicable)

HOME OFFICE EXPENSES.....Totals for the year use items below that apply to your home office.

- Total Square footage of Home _____ sq feet
- Total Square footage of Office _____ sq feet
 - Rent Paid (if renting home where home office is located) \$
 - Property or Renters Insurance Premiums Paid \$
 - Mortgage Interest \$
 - Real Estate Property Taxes \$
 - Repairs & Maintenance \$
 - Capital Improvements (ie. Paint, Carpet, Remodeling etc.) \$
 - Utilities Paid (Gas & Electric, Water, Trash \$
 - HOA \$
 - Other Expenses \$

*Whenever you refinance you need to bring in the closing disclosure from the refi.

- Depreciation Items
 - Closing Papers on home used for home office. (for set up purposes)
 - Depreciation Report from previous tax preparer if current home office. (New clients only)
- NEW CLIENTS ONLY –
 - Bring Last Year’s Tax Return WITH Depreciation Report. You may need to get that from your previous tax person.

INVENTORY (If applicable)

- Inventory value (your cost) at the beginning of the year _____ \$
- Purchases less cost of items withdrawn for personal use _____ \$
- Inventory value (your cost) at the end of the year _____ \$

QUESTIONS: