

## **Self-Employment & S-Corporation**

### **Checklist**

#### **Income**

- 1099s
- Payments from Clients
- Sales

#### **Expenses**

- Advertising
- Car and Truck Expenses
- Mileage
- Rent
- Contract Labor
- Insurance
- Office Supplies
- Phone
- Legal or Professional Services
- Repairs
- Taxes and Licenses
- Travel
- Utilities
- Wages

This section is applicable to S-Corp clients only.

**Last Year's Financial Reports:**

- Profit and Loss Statement
- Balance sheet
- General Ledger

**Your Company Payroll Information:**

- Form W-3
- All Forms W-2
- All Forms 1099 You Issued to Contractors

A Payroll Summary Report from Your Payroll Provider Showing:

- Total Wages Paid
- Total Taxes Paid (including Employer Payroll Tax)
- Total Payroll Processing Fees Paid

**Other**

- Accountable plan
- A record of your prior year Out of Pocket reimbursements. (Note: If you are on our S-Corp Maintenance Plan, we have this information in your files.)