

STAR TAX SOLUTIONS, INC.

TAX & ACCOUNTING PREPARATION INFORMATION FOR BUSINESSES

All cash receipts

Statements

- Bank statements and cancelled checks
- Credit card statements
- Loan Statements
- Credit Line with Banks

All Assets Paid & Unpaid

- Example: Building
 - Cars
 - Computer and associated equipment, such as
 - Printers, cables etc.
 - Equipment
 - Fax
 - Furniture
 - Software

Stockholders (Invested in your Business)

- Name
- Address
- City, State, Zip Code
- Social Security Number
- Amount of money invested

Payroll Information

- Wages paid or subcontract labor
- If a Professional Payroll Service is used = All quarterly

tax forms

If payroll completed in-house = All payroll reports, W-3
and W-2's

Other Expenses

Advertising

All auto expenses, such as fuel, oil, repairs etc.

Books & subscriptions

Business Insurance

Charitable Gifts or Contributions

Dues & Fees

Legal and Professional Fees paid

Postage and Delivery

Repairs

Supplies

Taxes and Licenses

Telecommunications:

 Answering Services

 Business Telephone

 Cellular Phones & Pagers

 Internet Service

 Fax Machines

Travel Expenses

Air, Bus or Train Fare

Auto Rentals

Hotel

Meal receipts

Parking & Tolls

Seminars

Training Classes

Rental Property

Rental Income

Advertising

Insurance

Mortgage & Other Interest
Property Taxes
Repairs & Maintenance
Rental Property (continued)
Supplies
Utilities
Lawn Service
Snow Removal
Security
Court Costs (evictions)
Legal Fees
Inspection Fees
Pest Control

Personal Vehicle use for Business

Total miles driven for business
Actual expenses:
Fuel
Oil Changes
Repairs
Auto Insurance
Tires
Depreciation on vehicle
Lease payments on vehicle

If Business has Inventory

Beginning inventory first day of the year
Ending inventory for the year
Cost of goods purchased

If renting an office or building for the business

Rent receipts
Utilities
Building Insurance
Property taxes paid

Repairs (major and minor)
Landscaping

If using part of your home for business

Square footage of home
Square footage of room used for business
Mortgage statements
Property Taxes paid
Mortgage Interest paid
Mortgage Insurance
Rent paid
Utilities
Repairs (major and minor)
Landscaping
Security
Cable & etc.
FMV of home
Value of land