

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
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