

TAX CENTER

Fast and Professional Tax Preparation

1103 Grace Park Drive
Morrisville, NC 27560
ph 919-380-0073
fx 919-463-0323

ITEMS NEEDED TO COMPLETE YOUR BUSINESS TAX RETURN

Federal ID#
Total Revenue
1099- Misc
Previous Year Tax Return

Assets Bought: Date and amount paid

Expenses:

Advertising
Business Mileage Non Business Mileage
Cost of Goods
Insurance
Legal and Professional Fees
Office supplies
Rent
Retirement Plan
Repairs
Licenses
Meals
Entertainment
Utilities
Telephone

If you have a home office:

Total Square Feet of House
Square Feet used only for Business
HOA Dues
Homeowner's insurance
Utilities
Date when you first used the home office
Total cost of the house minus the land

