



## 2009 SMALL BUSINESS CHECKLIST

### INCOME & EXPENSES:

- 1) If you **do not** keep your books on Quickbooks, please provide a completed profit and loss statement or enter amounts for the following categories of income and expenses:

Gross receipts or sales (net of sales tax)	\$ _____
Sales returns & allowances	\$ _____
Inventory at beginning of year	\$ _____
Purchases of raw materials or inventory	\$ _____
Inventory at end of year	\$ _____
Advertising	\$ _____
Bank charges	\$ _____
Commissions	\$ _____
Employee benefits (see #s 10 & 11 below)	\$ _____
Insurance	\$ _____
Interest	\$ _____
Legal & accounting fees	\$ _____
Office supplies & expenses	\$ _____
Pension & profit sharing plans	\$ _____
Rent - vehicles, machinery and equipment	\$ _____
Rent - office	\$ _____
Supplies	\$ _____
Property Taxes	\$ _____
Payroll Taxes	\$ _____
Travel & Lodging	\$ _____
Meals & Entertainment (50% deductible)	\$ _____
Meals on premises – employees (Fully deductible)	\$ _____
Utilities	\$ _____
Wages	\$ _____
Telephone (including cell phones)	\$ _____
Publications, subscriptions and dues	\$ _____
Repairs & maintenance	\$ _____
Other (please describe) _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____

- 2) If you **do** use Quickbooks, please indicate the program and version below and provide a backup copy of your company books at year end.

Quickbooks / Quickbooks Pro version \_\_\_\_\_

- 3) If you drive a vehicle or vehicles for business purposes, please provide the following:

Date placed in service: \_\_\_\_\_ .  
Year, make and model: \_\_\_\_\_ .  
Business miles for each vehicle during 2009: \_\_\_\_\_ .  
Commuting miles driven during 2009: \_\_\_\_\_ .  
Grand total miles driven during 2009: \_\_\_\_\_ .

- 4) The standard mileage allowance for 2009 was \$.55/mile. If you used the standard mileage method for a particular vehicle in the past, you are required to continue using this method for that vehicle. This is usually the simplest way to track expenses. However, if you believe your actual cost for vehicle expenses including depreciation may be higher, please provide the following information on costs:

Lease payments \$ \_\_\_\_\_  
Gasoline \$ \_\_\_\_\_  
Oil & changes \$ \_\_\_\_\_  
Repairs \$ \_\_\_\_\_  
Tires \$ \_\_\_\_\_  
Insurance \$ \_\_\_\_\_  
Car Washes \$ \_\_\_\_\_  
Purchase price of car \$ \_\_\_\_\_  
Date of purchase \$ \_\_\_\_\_  
Make and Model of Car/Truck/SUV \_\_\_\_\_

**Please note:** the interest paid on a car loan is deductible whether you use the standard mileage **or** the actual cost method. Please list under interest on page 1.

- 5) Please provide details on **debt discharge income**. A business may have debt discharge income if it repurchases its debt for less than the outstanding amount of the debt. For debt that is repurchased in 2009 or 2010, the new law permits the tax that is owed on such debt discharge income to be paid over five years, beginning with 2014.
- 6) Please detail any purchases of equipment, furniture, software, vehicles, real estate, or leasehold improvements, including the date of purchase and the purchase price of each item. Include method of payment or financing.
- 7) If you sold or disposed of any asset during the year, please provide the proceeds of sale and the date of sale or disposition.
- 8) If you are currently leasing any equipment or vehicles, please provide a copy of the lease agreement.
- 9) If your city or town requires that you complete a personal property tax assessment form, please provide a copy of your personal property tax bill.
- 10) If you have employees, please provide copies of your W-2s, W-3, monthly/quarterly payroll tax returns (Forms 941/944 and VT Dept of Employment & Training Reports) as well as federal form 940 or 940EZ.

11) If you have employees, they may qualify your business for certain tax credits. Credits are available for employees such as:

- Those living and working in an Empowerment Zone (parts of Chittenden County qualify);
- Qualified members of families receiving assistance under the Temporary Assistance for Needy Families (TANF) program;
- Qualified veterans;
- Unemployed veterans;
- Qualified ex-felons;
- Designated community residents;
- Vocational rehabilitation referrals;
- Qualified summer youth employees;
- Qualified members of families receiving Food Stamp assistance;
- Qualified Supplemental Security Income recipients;
- Disconnected Youth;
- Long-term family assistance recipients.

Please let us know if you think you employed any of these targeted workers in 2009.

12) Companies paying \$600 or more for contracted services provided by non-incorporated entities (individuals, partnerships, LLCs, etc.) must furnish IRS Form 1099-MISC to each such entity by February 1, 2010.

Payments to attorneys of \$600 or more must also be reported, regardless of whether the attorney works for a corporation. The due date is exceeded to February 16, 2010, if you are reporting gross proceeds paid to an attorney and/or substitute payments in lieu of dividends or interest.

If you would like assistance in preparing these forms, please contact our office.

13) If you have an office in the home, please provide the following information:

Square footage of home office \_\_\_\_\_ . Square footage of entire home \_\_\_\_\_ .

State the following costs attributable to the **entire home** (do not compute home office portion):

Rent	\$ _____
Mortgage interest	\$ _____
Property taxes	\$ _____
Insurance	\$ _____
Utilities	\$ _____
Trash removal	\$ _____

State the following costs attributable to the **home office alone**:

Repairs and maintenance	\$ _____
Separate business phone	\$ _____
Other (please describe)	\$ _____

**Please note:** Although the rules for taking a home office deduction have been loosened up, you still must meet the test of **regular and exclusive** use for business purposes.

Finally, don't forget those out-of-pocket expenditures that often fail to get recorded in the company books. Examples of these are:

- Long distance business calls on your home phone.
- Business expenses paid with your personal credit card or checkbook.
- Parking fees paid out of pocket.
- Postage and other miscellaneous personal items used by your business.

## **FOR CORPORATIONS, LLCs and PARTNERSHIPS ONLY (IF APPLICABLE):**

### **EMPLOYEE BENEFITS:**

- 14) If not already provided in a previous year, please provide a copy of any Employee Benefit plans (e.g., pension plans, health insurance, disability, etc.), including recent updates and changes, if any.
- 15) If some of the above Employee Benefit plans require IRS Form 5500 reporting, please confirm that the Plan Administrator has filed the forms. Please provide copies of the most recent forms filed.

### **ASSETS, LIABILITIES & EQUITY:**

- 16) **Cash:** Please provide your bank statement and bank reconciliation for each cash account for the last month of your fiscal year
- 17) **Inventory:** Please provide a summary of inventory on hand at year end and note any inventory that has become obsolete or whose market value is now less than your cost.
- 18) **Prepaid Expenses:** Please provide a list of all expenses paid in advance (such as insurance policies or leases). For each, please indicate the total amount paid during your fiscal year and the portion of the payment that covers periods in the following year.
- 19) **Accounts Receivable:** Please provide an aged list of payables at year-end.
- 20) **Loans Receivable:** Please provide copies of all loan agreements for loans your business has made to another party (including shareholders, members or partners). Also provide a schedule of payments received on these loans during your fiscal year.
- 21) **Accounts Payable:** Please provide an aged list of payables at year-end.
- 22) **Other Current Liabilities:** Please list any other liabilities at year-end (such as sales and payroll taxes payable, accrued wages and other expenses). Please provide copies of all sales and use tax and rooms and meals tax returns.
- 23) **Loans Payable:** Please provide copies of all loan agreements for loans your business has received from another party (including shareholders, members or partners). Also provide a schedule of payments made on these loans during your fiscal year.
- 24) **Capital Contributions:** Please provide a schedule showing dates and amounts of contributions made by the shareholders, members, or partners during the year. If owners have contributed property other than cash, please indicate the date of the contribution, its cost to the owner and fair market value at the date of the contribution.

- 25) **Payments to Owners:** Please provide a schedule of any payments made to owners, shareholders, members or partners during the year, other than through the company payroll system.

This checklist is intended to provide a means for assembling the information required to prepare your sole proprietorship, corporate, LLC, or partnership tax return. It is not meant to be all-inclusive and there may be items that pertain to your return that have not been included. If there is any issue that you feel has not been addressed in the items above, please write down your questions or concerns below.