**Business Tax return Items Needed**

Profit and Loss report for Year (if available)

Balance sheet for calendar year (if available)

or

Gross sales for year

Expenses by Category

Draws/distributions for each owner

Original investment by each owner at start of business.

Any new equipment or depreciable items purchased in 2016: when purchased, cost and description of the item.

Sales tax paid: as a separate item

Rent paid:

Bank balance on 1/1/15 and 12/31/15

For new customers, a copy of last year’s taxes.

If you run across anything you have a question about, just let us know.