

Total Business Income – all sources.

Business Expense Categories:

Advertising

Auto Expenses – mileage vs. actual cost methods

Bank Charges

Chemicals

Cleaning & maintenance

Commissions and fees

Conservation expenses – farm only

Contract labor

Depreciation

Dues & subscriptions

Employee Benefits

Feed – farm only

Fertilizers and lime – farm only

Freight and trucking

Gas, Fuel, and oil

Insurance – all types segregated

Interest – mortgage or business

Internet

Janitorial

Laundry & cleaning

Legal, accounting, and professional fees

Management fees

Office Expense

Outside Services

Parking & tolls

Postage & delivery

Printing

Retirement Plan

Rent or Lease – all types segregated

Repairs & maintenance

Returns & allowances

Seeds and plants

Security

Storage and warehousing

Supplies

Taxes & licenses – all types segregated

Telephone – all types segregated

Tools

Travel

Uniforms

Vet, breeding, medicine – farm only

Meals

Entertainment

Utilities

Wages – officer and employee segregated

Other deductions

Home office, if applicable – total square footage of home and total square footage of office space area plus all costs.

Inventory, if applicable – beginning and ending balances, purchases, cost of labor, material and supplies, other.

Sale of property – we need both acquisition and disposition closing statements plus total upgrade costs.

Payroll documents – W-2's, W-3, 940, all four (4) quarterly 941's, all four quarterly (4) state unemployment reports.