

## Business 2017 Checklist

The due dates have changed for certain business returns. Partnerships (1065) due dates have changed to March 15 for calendar year and fiscal year will be due on the 15<sup>th</sup> day of the 3<sup>rd</sup> month after the year-end. For C Corporations (1120) due dates have changed to April 15 for calendar year and fiscal year will be due on the 15<sup>th</sup> of the 4<sup>th</sup> month after year-end. There has been no change to the S Corporations due dates. We are also asking that you please include your email address. We are looking to move to electronic mailings in the future.

### Business Tax Documents

- Corporate Formation Documents (New Company's only)
- All Revenue Earned During the Year (Non-Bookkeeping Clients)
- All the Expenses during the Year (Non-Bookkeeping Clients)
- Year-End F/S or Copy of Bank Statements with Check Registers
- Loan Balances (Statements from Lenders)
- 1099s, K-1s, Interest, and Dividend Forms Received
- Depreciation Schedules (New Clients Only)

### Business Expense Classifications

- Advertising Expenses
- Banking Fees
- Business-Related Education
- Charitable Contributions
- Equipment and Furniture: Items purchased/disposed, cost of purchase/disposal, date of purchase/disposal
- Health-Insurance Premiums
- Insurance
- Interest and Fees
- Losses from Theft, Fraud, Damage from Natural Disasters
- Meals and Entertainment
- Membership Dues
- Moving Expenses
- Office Rent Expenses
- Office Supplies
- Postage and Shipping Expenses
- Payroll Expenses
- Professional Fees: Legal, Accounting and Bookkeeping, Business and Marketing Consulting
- Property Taxes
- Repair and Maintenance on the Building, Grounds, and Equipment
- Retirement for Self and Employees (Company Paid)
- W-3, 941s, MI Annual
- Software Costs
- Property Tax Receipts
- Excise Taxes and State Income Tax
- Telephone and Cellphone Expenses
- Trade-show Exhibition and/or Attendance
- Travel Expenses
- Utilities
- Ending Inventory Balance