



## Checklist for CFO Colorado Business Tax Client

This list is not all inclusive but includes typical business-related costs. If you have any unusual issues, please let us know and we can advise you regarding any additional information we will need to effectively and efficiently prepare your return.

- Advertising – Marketing – Promotions
- Accounting
- Bank fees
- Credit Card fees
- Contract labor
- Computing
- Dues and publications
- Employee benefit plans – i.e. FSA
- Education and training
- Equipment purchase
- Interest on business loans/cc
- Insurance
  - General liability
  - Workers comp
  - Company health insurance
  - Owners health insurance
- Internet
- Legal fees
- Lease expense – typically vehicles with limits
- Licenses/permits
- Meals
- Miscellaneous
- Office expense
- Office supplies
- Payroll
  - W-2 wage
  - Company taxes
- Postage
- Printing
- Repairs
- Rent
- Supplies
- Taxes – i.e. sales tax
- Telephone – Cell/office/fax
- Tools
- Travel
- Utilities
- Vehicle expense
  - Actual expenses
  - Standard mileage rate
- Cost of Goods Sold