



# maritime

## TAX & ACCOUNTING SERVICES

### *Corporate Tax Return Checklist*

- Income
  - Any Personal Records
  - 1099
  - Schedule K-1
- Note Payables
  - Balance Due At Year End
  - Purchase Agreement
  - Purchase Price
  - Monthly Payment
- Cost of Goods Sold
- Postage & Delivery
- Advertising
- Professional Fees
  - Legal
  - Accounting
- Lease Expense
- Equipment Rental Expense
- Vehicle Expense or Mileage
- Parking Fees & Tolls
- Amortization
- Outside Services
- Repairs, Maintenance & Cleaning
  - Building
  - Computer
  - Equipment
- Office Expenses
  - Supplies
  - Furniture
  - Equipment
- Business Travel Expenses
  - Lodging
  - Transportation
  - Other Travel Expenses
- Meals
- Entertainment
- Training & Education
- Uniforms
- Telephone
- Utilities
- Taxes
- Interest Expense
- Bank Charges
- Insurance Expense
- Payroll
- Donations
- Client Gifts
- Discounts
- Membership dues & Subscriptions
- Permits & Fees
- Other Expenses