

AAA TAX SOLUTIONS, INC
POSSIBLE DEDUCTION CHECKLIST

1. Accounting fees _____
2. Advertising _____
3. Auto Expenses (fuel, maintenance, repairs, insurance, etc.) _____
4. Association fees _____
5. Bad debts that can't collect _____
6. Banking cost & fees _____
7. Board meetings _____
8. Building repairs & Maintenance _____
9. Business Travel (Transportation, lodging, etc.) _____
10. Charitable deduction made by the business _____
11. Cleaning/janitorial services _____
12. Collection expenses _____
13. Commissions to outside parties _____
14. Computer and tech supplies/services _____
15. Continuing education for the business _____
16. Convention & tradeshow _____
17. Credit card fees _____
18. Dining during business travel (local/long distance) _____
19. Discount to customers _____
20. Education and training for employees _____
21. Employee wages _____
22. Entertainment for customer and clients _____
23. Equipment repairs _____
24. Equipment rental _____
25. Exhibits for publicity _____
26. Family members wages _____
27. Franchise fee _____
28. Freight and shipping cost _____
29. Gifts to customers and clients (\$25.00 limit for each) _____
30. Group insurance _____
31. Health insurance for the business employees and owners _____
32. Home office _____ (not for corporations see #69)
33. Interest (business credit card, loan etc.) _____
34. Internet hosting and serving _____
35. Investment advice and fees _____
36. Legal fees _____
37. License fees _____
38. Losses due to theft (minus insurance reimbursement) _____
39. Management fees _____

- 40. Materials (small disposable items used for trade) _____
- 41. Maintenance supplies _____
- 42. Medical expenses (business related) _____
- 43. Mortgage interest on business property _____
- 44. Moving expense _____
- 45. Newspapers/magazines _____
- 46. Office supplies and expense _____
- 47. Outside services (under \$600.00) _____
- 48. Outside services (over \$600.00 1099Misc) _____
- 49. Payroll taxes for employees, including Social Security, Medicare taxes and unemployment taxes _____
- 50. Parking and tolls _____
- 51. Pension plan _____
- 52. Postage _____
- 53. Publicity _____
- 54. Prizes for contest _____
- 55. Real Estate related expenses (property tax, association fees) _____
- 56. Rebates on sales _____
- 57. Rental expense on business location _____
- 58. Research and development _____
- 59. Safety deposit box _____
- 60. Security _____
- 61. Software and online services _____
- 62. Storage rental _____
- 63. Subcontractors _____
- 64. Supplies (small items valued under \$100.00 but NOT disposable) _____
- 65. Taxes (sales tax, excise tax) _____
- 66. Telephone (landline, fax) _____
- 67. Travel expenses (transportation, lodging, etc.) _____
- 68. Cellphone usage _____
- 69. Utilities (water, refuse, gas, heat, electric, A/C for business location and business office) _____
- 70. Website design and management _____
- 71. Workers' comp _____
- 72. Liability insurance _____

LIST ALL OF THE LARGE ITEMS \$100.00 OR MORE THAT WAS PURCHASED IN 2018 (Depreciation)

1.	_____	DATE _____	\$ _____
2.	_____	DATE _____	\$ _____
3.	_____	DATE _____	\$ _____
4.	_____	DATE _____	\$ _____

COST OF GOODS SOLD – Equipment/items that was purchased for clients/customers to produce income for the business.

\$ _____

- How much COGS inventory remains \$ _____
- How much inventory was returned \$ _____
- How much inventory was purchased for personal use \$ _____

1. How much money was deposited into your business account in 2016 (include all loans)?

- Gross receipts \$ _____
- Loan deposits \$ _____
- Other Income \$ _____

2. How much cash was NOT deposited into the business account? \$ _____

3. How much money was removed or used for personal use? \$ _____

4. How much money was carried over to 2018? \$ _____

We hope this sheet helps. Please feel free to call us with any questions!

Thanks for your trust.

Sincerely,

Tracy McDevitt and Vikki Rizzi