



Brangham & Associates, Inc.

Certified Public Accountant
Accounting • Taxes • Consulting • QuickBooks Training and Consulting

2022 Business Owners Basic Checklist

Business Name _____

The list is not intended to be exhaustive. If you have specific questions regarding business income, expenses, or deductions, please call our office to schedule an appointment.

New to Brangham & Associates. Download and complete the New Business Client Information form from our website

- Provide copies of your Federal, State and Local tax returns filed for the last 3 years

Submit business records of income and expenses, asset purchases, etc.

- QuickBooks Accountant's Copy.
Can be uploaded via the portal, QB or emailed to Sue Brangham – Sue@branghamcpa.com. Provide QB Version, File Name, Username, and Password
- Spreadsheet
- Other _____

Provide all tax statements received for your business and/or submitted by your business

- 1099-NEC / 1099-Misc (Note: be sure to include all your income even if you did not receive a 1099)
- 1099-K
- 1099-Int
- Statements of loan balances and interest paid at year end
- Year-end payroll reports and reconciliations: 940, 941, W3, W2, etc.

Details of Any Fixed Asset Changes. Please provide a complete detailed depreciation schedule if you are a new client.

- Fixed Asset Purchases: Description of asset, Purchase Date or Date Asset became useful, whichever is later
- Fixed Asset Sales: Description of asset, Date of Sale, Sale Price
- Fixed Asset Disposal or Salvage: Description of asset, date of disposal, and sale amount.
- No changes were made to the fixed assets this year

Other information, check all that apply

- New business loans details. Provide the following: Lender, amount, terms, etc.
- Value of inventory of materials or goods you sell that were on hand at year end, if applicable to your business
- Listing of all business taxes paid/payable in 2023 for 2022 Liabilities, check all that apply
 - Sales Tax
 - CAT
 - Municipal Income Tax Estimates
 - Other _____
- Copy of 1099 forms issued by you, if not prepared by our office

Details of Home Office Expenses, if applicable

- Utilities: gas, electric, water, garbage
- Home insurance
- Rent, mortgage interest and/or real estate taxes paid
- Repairs and maintenance
- Details of improvements, including date (i.e.: new roof, driveway, etc.)
- Office specific repairs or improvements, detail separately

Auto Expenses on a personal vehicle related to business activity (provide information separately if more than 1 vehicle)

- Auto Expenses on a personal vehicle related to business activity
 - Make and model of automobile used in business activity: _____
 - Mileage information: Total 2022 mileage _____ & Total 2022 business mileage _____
 - Interest paid on auto loan in 2022 _____
- Standard Mileage Rate
- Elect to Use Actual Automobile Expenses, provide all the following where applicable
 - Record of all auto expenses: gas, oil changes, maintenance, etc.
 - Copy of purchase and/or bill of sale statement if you purchased a new vehicle in 2022

Other – please explain.