



## 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	Repairs
Accounting	Rent
Bank fees	Supplies
Credit Card fees	Taxes
Contract labor	Telephone – Cell/office/fax
Computing	Tools
Dues and publications	Travel
Employee benefit plans	Utilities
Education and training	Vehicle expense-actual/mileage
Entertainment	W-2 wage
Equipment purchase	Cost of Goods Sold
Interest	
Insurance	
Internet	
Legal fees	
Lease expense	
Licenses/permits	
Meals	
Misc	
Office expense	
Office supplies	
Payroll taxes	
Postage	
Printing	
Promotions	