

Information Needed for Tax Returns

Rental Properties

- Gross Rents
- Advertising
- Insurance
- Interest on Loans/Mortgages
- Maintenance and Repairs
- Office Expenses
- Legal and Accounting Fees
- Property Taxes
- Salary and Wages to staff
- Travel
- Utilities
- Assets purchased/sold for the rental property
- Assets transferred to/from the rental property (fair market value)
- Any other expenditures related to the rental property
- Proportion of home for rental purposes

Home Office

- Total number of rooms (excluding common rooms) or square footage of office verses total square footage
- Heat
- Electricity
- Insurance
- Maintenance
- Mortgage Interest
- Property Taxes
- Any other expenditures related to the home office

Motor Vehicle Expenses

- Description of automobile
- Fair market value at time automobile put to business use
- Total km driven, business km driven
- Lease details or loan details
- Fuel
- Maintenance
- Insurance

- License Fees
- Any other expenditures related to the vehicle

Business Expenses

- Sales
- Advertising
- Bad Debt
- Taxes, dues, memberships, subscriptions
- Transportation costs
- Fuel
- Insurance
- Interest
- Maintenance and Repairs
- Office Expenses
- Supplies
- Legal and Accounting Fees
- Property Taxes
- Rent
- Salary and Wages
- Travel
- Telephone (business portion)
- Utilities
- Convention Fees
- Private Health Care Plans
- Assets purchased/sold for the business
- Assets transferred to/from the business (fair market value)
- Any other expenditures related to the business