

Small Business Expense Checklist

Helping you Stay Organized & Compliant Year-Round

1. Office & Administrative Expenses

- ☐ Rent or lease for office space
- ☐ Utilities (electricity, water, gas, internet)
- ☐ Office supplies (paper, ink, pens, etc.)
- ☐ Software subscriptions (e.g., Microsoft Office, QuickBooks)
- ☐ Postage and shipping
- ☐ Business insurance (general liability, property, E&O)

2. Employee & Contractor Expenses

- ☐ Payroll records and reports (W-2s, paystubs)
- ☐ Employer-paid payroll taxes
- ☐ Health insurance premiums
- ☐ Retirement plan contributions (401(k), SEP IRA)
- ☐ Independent contractor payments (include 1099-NECs)

3. Marketing & Advertising

- ☐ Digital ad spend (Google Ads, Facebook, etc.)
- ☐ Website hosting, domain registration, and design fees
- ☐ Printing costs (business cards, flyers)
- ☐ Promotional materials (swag, branded items)

4. Travel & Meals

- ☐ Airfare, lodging, car rentals
- ☐ Mileage logs or vehicle usage records



Attach Copies Of:

- **Summary of** - Bank statements (business accounts only), Credit card statements (business use only), Receipts (electronic or scanned are acceptable)
- Mileage logs
- Previous year's tax return (if applicable)

(business vs. personal)

- ☐ Business meals (include date, location, attendees, and business purpose)
- ☐ Tolls and parking

5. Professional Services

- ☐ Legal fees
- ☐ Accounting or bookkeeping services
- ☐ Consulting or advisory services
- ☐ Membership dues and subscriptions (industry-specific)

6. Equipment & Asset Purchases

- ☐ Computers, phones, and tech equipment
- ☐ Furniture and fixtures
- ☐ Capital asset purchase receipts
- ☐ Depreciation schedules (if applicable)

7. Loan & Financing

- ☐ Interest paid on business loans
- ☐ Credit card interest and fees
- ☐ Monthly statements showing business-related expenses

8. Other Common Expenses

- ☐ Continuing education or training courses
- ☐ Software licensing and updates
- ☐ Bank fees and merchant service fees (e.g., Stripe, Square)
- ☐ Charitable contributions (if applicable and business-related)