WHAT YOU NEED FOR GOOD BOOKS AND RECORDS FOR YOUR BUSINESS FOR BANK & TAX PURPOSES

1. Copy of money orders of who you paid and what expense
2. Receipts and invoices
3. Credit Card Statements and Receipts used to pay for expenses
4. Bank Statements, copies of deposits, Check register or canceled checks
5. Invoices, credit cards slip, cash register slips to prove expenses
6. Daily ledger – Cash income and mileage logs for travel
7. 1099-NEC – ANY ONE YOU PAID $600 OR MORE

You will need their Name, Social security # or EIN & Address

1. ANY AND ALL Tax Mail from IRS or NYS to include
2. If not prepared by same Tax Service, a Copy of the last year your filed.
3. Anything else that you feel as though it is important to include