

Tax Prep Checklist for Hairstylist/Manicurist

Filing your business tax returns can be very complicated and overwhelming. This checklist will let you know what you need and help you get organized. This list will help us do our job. It is a concise, though not exhaustive, outline of some of the documents we will need when we meet with you.

Equipment & Supplies

- Hairdryers, Drills, etc.
- Hair Products
- Nail Products
- Misc. Supplies
- Telephone
- Cell Phone
- Pager
- Equipment Repairs
- Equipment Rental
- Other: _____

Professional

- Dues & Professional Fees
- Liability Insurance
- Legal & Professional
- Licenses
- Business Tax
- Memberships
- Publications
- Hair Shows
- Seminars
- Other: _____

Telephone

- Telephone
- Answering Service
- Pager/Voicemail
- Cellular Phone
- Long Distance
- Other: _____

Miscellaneous

- Business Cards
- Public Relations/Photos
- Refreshments for Customers
- Client Gifts
- Office Supplies
- Postage
- Rent
- Assistant Fees
- Shampoo Person Expenses
- Laundry
- Cleaning Expenses
- Other: _____

Auto Travel (in miles)

- Purchasing Supplies
- Continuing Education
- Client Visits
- Other: _____