Bookkeeping & Financial Organization

Business expense gathering guide

A practical checklist for any business. Start with what you have.

Business name

Unity account number (if known)

Your name

Years / months being gathered

01 Gather the starting records

Check items as you gather them. Skip items that do not apply to your business.

- ☐ **Bank and credit card statements**
  Include every month involved, even when an account was closed.
- ☐ **Receipts, invoices and payment confirmations**
  Include emailed receipts, online order details, paper bills and cash receipts.
- ☐ **Sales and payment processor reports**
  Gather sales invoices, deposits, refunds, fees and payout summaries.
- ☐ **Prior records and outstanding questions**
  Bring existing bookkeeping reports, prior returns and relevant notices.
- ☐ **Personal payments for business items**
  Flag these separately and explain the business purpose.
- ☐ **Business setup records**
  If you only registered the business, gather any actual setup costs and dates.

02 Make the first batch manageable

Start with one month, one folder or one envelope. No perfect sorting is needed.

Keep each business separate. Group by year when known; flag unclear dates.

Photograph the whole receipt clearly. Keep originals and do not invent missing details.

Upload photos or PDFs through your portal: up to 10 files per batch, 10 MB each.

For each expense, keep the date, vendor, amount, item/service and business purpose.

Save this fillable guide, then upload your saved copy if you want Unity to review it.

This checklist does not submit automatically. Never include passwords.

Common business expenses

Gather the supporting documents for the categories that apply to you.

A checked box means records gathered, not an expense approved or a tax deduction.

- [ ] **Supplies and consumables**
  Receipts for office, cleaning, job or service supplies used in the business.
- [ ] **Software and subscriptions**
  Invoices for apps, cloud storage, bookkeeping tools and online services.
- [ ] **Advertising and marketing**
  Invoices for ads, printing, promotional materials, website and domain costs.
- [ ] **Phone and internet**
  Monthly bills; note any shared personal and business use.
- [ ] **Rent and utilities**
  Lease, rent statements and business-location power, water or other utility bills.
- [ ] **Business insurance**
  Policies, premium notices and payment records showing the coverage period.
- [ ] **Professional services**
  Bookkeeper, accountant, attorney, consultant and other service invoices.
- [ ] **Licenses, permits and dues**
  Renewal notices, registration receipts and professional membership invoices.
- [ ] **Repairs and maintenance**
  Itemized invoices identifying the vehicle, equipment or property involved.
- [ ] **Shipping and delivery**
  Postage, courier, freight and packaging receipts or account statements.
- [ ] **Bank, card and platform fees**
  Bank statements and processor or marketplace reports showing charges.
- [ ] **Training and education**
  Course receipts, conference registration and notes on the business purpose.

Keep the itemized receipt with proof of payment. A statement may not explain the purchase.

Gather records even when you are unsure of the category; Unity can help organize them.

Unity FINANCIAL GROUP

Bookkeeping & Financial Organization

Other records that may apply

Some activities need extra detail. Use the notes area for missing documents.

- [ ] **Vehicles and local transportation**
  Mileage logs with dates, destinations and purpose; fuel, repair and parking receipts.
- [ ] **Business travel and meals**
  Itemized receipts, itinerary, dates, business purpose and meal attendees.
- [ ] **Equipment and larger purchases**
  Purchase or sale documents, financing, dates first used and business-use details.
- [ ] **Inventory and materials for resale**
  Supplier invoices, freight, returns and available beginning/end inventory counts.
- [ ] **Employees and contractors**
  Payroll summaries, benefit records, contractor invoices and payment reports.
- [ ] **Loans, leases and financing**
  Agreements and statements showing principal, interest, fees and balances.
- [ ] **Home workspace and mixed-use costs**
  Relevant bills and workspace details; identify personal use for preparer review.

Missing records / questions / other industry-specific expenses

If a receipt is missing: request a copy, gather available payment records, and tell Unity.
Keep transfers, owner contributions, reimbursements and loan payments identifiable.
Do not treat a whole loan payment or transfer as a business expense.

Gather first. Let your professional determine treatment.

This is a collection guide, not a list of guaranteed deductions. Business type, year, personal use and other facts affect treatment. Your tax professional decides what applies.

Recordkeeping references: IRS supporting records and IRS Publication 463.

IRS: What kind of records should I keep?

IRS: Travel, gift and car records