

Online Retail (E-Commerce) Tax Preparation Expense Summary

Tax Year: _____

Client Information

Business Name: _____

Owner Name: _____

Phone: _____ **Email:** _____

Business Address: _____

Business Structure:

- Sole Proprietor
- LLC
- S Corporation
- C Corporation
- Partnership

Primary Selling Platforms:

- Shopify
 - Amazon
 - Etsy
 - eBay
 - WooCommerce
 - TikTok Shop
 - Other: _____
-

Income

Online Sales Revenue: \$ _____

Marketplace Sales (Amazon/Etsy/eBay, etc.): \$ _____

Wholesale / Bulk Orders: \$ _____

Digital Products (if applicable): \$ _____

Other Business Income: \$ _____

Please attach:

- 1099-K forms
 - Platform payout reports
 - Shopify/Amazon/Etsy sales summaries
 - Stripe / PayPal reports
 - Bank deposit records
-

Cost of Goods Sold (COGS)

Beginning Inventory: \$ _____

Purchases (Inventory / Products): \$ _____

Raw Materials (if applicable): \$ _____

Packaging Materials: \$ _____

Shipping Supplies (boxes, labels, tape): \$ _____

Ending Inventory: \$ _____

Fulfillment & Shipping Costs

USPS Shipping: \$ _____

UPS / FedEx Shipping: \$ _____

Amazon FBA Fees: \$ _____

3PL Fulfillment Services: \$ _____

Shipping Insurance: \$ _____

Returns / Refund Shipping Costs: \$ _____

Platform Fees & Processing Fees

Shopify Fees: \$ _____

Amazon Seller Fees: \$ _____

Etsy Fees: \$ _____

eBay Fees: \$ _____

Payment Processing Fees (Stripe/PayPal/Square): \$ _____

Advertising Platform Fees (if bundled): \$ _____

Marketing & Advertising

Facebook / Meta Ads: \$ _____

Google Ads: \$ _____

TikTok Ads: \$ _____

Influencer Marketing: \$ _____

Email Marketing Software: \$ _____

SEO / Website Marketing Services: \$ _____

Discounts / Promotions / Coupons: \$ _____

Website & Software Expenses

Website Hosting: \$ _____

Domain Names: \$ _____

Shopify Subscription / Platform Fees: \$ _____

Apps & Plugins: \$ _____

Inventory Management Software: \$ _____

Accounting Software (QuickBooks, etc.): \$ _____

Supplies & Operations

Office Supplies: \$ _____

Packing Materials: \$ _____

Printer Ink / Labels: \$ _____

Storage Supplies: \$ _____

Cleaning Supplies (workspace): \$ _____

Labor & Outside Services

Contract Workers (packaging / fulfillment): \$ _____

Virtual Assistants: \$ _____

Customer Service Contractors: \$ _____

Photography / Product Listing Services: \$ _____

Payroll Taxes: \$ _____

Shipping Equipment & Technology

Label Printers: \$ _____

Scales: \$ _____

Barcode Scanners: \$ _____

Computers / Tablets: \$ _____

Cameras (product photography): \$ _____

Insurance

Business Liability Insurance: \$ _____

Inventory Insurance: \$ _____

Shipping Insurance: \$ _____

Business Owner Policy (BOP): \$ _____

Professional & Administrative Expenses

Accounting / Bookkeeping: \$ _____

Legal Fees: \$ _____

Business Licenses / Permits: \$ _____

Bank Fees: \$ _____

Credit Card Processing Fees: \$ _____

Assets Purchased During the Year

List major purchases (equipment, inventory systems, etc.)

Description Date Purchased Cost

Examples:

- Product inventory systems
 - Warehouse shelving
 - Computer equipment
 - Shipping stations
 - Cameras / lighting equipment
-

Home Office (If Applicable)

Used for managing online store:

Yes No

Home Square Footage: _____

Office Square Footage: _____

Rent / Mortgage Interest: \$ _____

Utilities: \$ _____

Internet: \$ _____

Repairs (Entire Home): \$ _____

Estimated Tax Payments

Federal Estimated Taxes: \$ _____

State Estimated Taxes: \$ _____

Dates Paid: _____

Business Activity Questions

Did you sell on multiple platforms?

Yes No

Did you use a warehouse or 3PL service?

Yes No

Did you hold inventory at year-end?

Yes No

Did you run paid advertising campaigns?

Yes No

Did you hire contractors or virtual assistants?

Yes No

Other Expenses

Please list any additional e-commerce expenses:

Description	Amount
-------------	--------

	\$ _____
--	----------

	\$ _____
--	----------

	\$ _____
--	----------

	\$ _____
--	----------

Additional Notes

Client Certification

I certify that the information provided is complete and accurate to the best of my knowledge. I understand that supporting documentation may be required.

Client Signature: _____

Date: _____