**General Business Information**

Business Name: Click or tap here to enter text.

Employer ID Number: Click or tap here to enter text.

Professional Product or Service: Click or tap here to enter text.

Business Address, City, State and Zip: Click or tap here to enter text.

Was this business started or acquired during the tax year? Click or tap here to enter text.

Was this business disposed of during the tax year? Click or tap here to enter text.

Did you file a 1099 Form for Individuals? Click or tap here to enter text.

**Income Information:**

Gross Receipts or Sales Amount: Click or tap here to enter text.

Returns & Allowances: Click or tap here to enter text.

Other Income: Click or tap here to enter text.

**Expenses: (All expenses reported must have a receipt. If an IRS audit happens, you must provide the receipts.)**

Advertising: Click or tap here to enter text. Car & Truck Expenses: Click or tap here to enter text.

Commissions & fees: Click or tap here to enter text. Contract Labor: Click or tap here to enter text.

Dues & Publications: Click or tap here to enter text. Employee Benefits Program: Click or tap here to enter text.

Interest - Mortgage: Click or tap here to enter text. Insurance (other than health): Click or tap here to enter text.

Interest – Other: Click or tap here to enter text. Legal & Professional Services: Click or tap here to enter text.

Office Expenses: Click or tap here to enter text. Pension & Profit-sharing plans: Click or tap here to enter text.

Repairs & Maintenance: Click or tap here to enter text. Supplies: Click or tap here to enter text.

Taxes & Licenses: Click or tap here to enter text. Utilities: Click or tap here to enter text.

Travel Expense: Click or tap here to enter text. Total Meals: Click or tap here to enter text.

Wages: Click or tap here to enter text. Postage/Bank Charges: Click or tap here to enter text.

Cell Phone: Click or tap here to enter text. Computer: Click or tap here to enter text.

Education/Training: Click or tap here to enter text. Internet: Click or tap here to enter text.

Janitorial: Click or tap here to enter text. Laundry/Dry Cleaning: Click or tap here to enter text.

Credit Card Processing Fee: Click or tap here to enter text. Furniture/Office Item: Click or tap here to enter text.

Website/Hosting: Click or tap here to enter text. Printer/Stationary: Click or tap here to enter text.

Rent or Lease (Vehicles, Machinery & Equipment): Click or tap here to enter text.

Rent (other business property): Click or tap here to enter text.

Other Expenses: (List by each expense item) Click or tap here to enter text.

**Cost of Goods Sold:**

Inventory at the beginning of the tax year: Click or tap here to enter text.

Purchases: Click or tap here to enter text. Cost of personal use items: Click or tap here to enter text.

Cost of Labor: Click or tap here to enter text. Materials & Supplies: Click or tap here to enter text.

Other Costs: Click or tap here to enter text. Inventory at end of year: Click or tap here to enter text.

Was there a change in the Inventory Method: Click or tap here to enter text.

**Details of Auto Expense**

Name of Business for which the Vehicle is used: Click or tap here to enter text.

Description of Vehicle: Click or tap here to enter text.

Date Vehicle was placed in Service: Click or tap here to enter text.

Do you have another vehicle available for personal use? Click or tap here to enter text.

Is this vehicle available for use during off-duty hours? Click or tap here to enter text.

Do you have evidence to support your vehicle deductions? Click or tap here to enter text.

Is it a written evidence? Click or tap here to enter text.

Number of miles the vehicle was driven during the tax year for:

 Business: Click or tap here to enter text.

 Commuting: Click or tap here to enter text.

 Total: Click or tap here to enter text.

Garage Rent, if any: Click or tap here to enter text. Insurance: Click or tap here to enter text. Licenses: Click or tap here to enter text.

Parking Fees: Click or tap here to enter text. Property Tax: Click or tap here to enter text. Repairs: Click or tap here to enter text.

Tolls: Click or tap here to enter text. Interest: Click or tap here to enter text. Gas: Click or tap here to enter text.

Tires: Click or tap here to enter text. Lease Payments: Click or tap here to enter text.

Others: Click or tap here to enter text. Others: Click or tap here to enter text.

**Business Use of Home**

Name of the Business for which the Home is used: Click or tap here to enter text.

What is the square footage of your home that was used regularly and exclusively or business? Click or tap here to enter text.

What is the total square footage of your home? Click or tap here to enter text.

If the business use of home was for daycare facility provide the below information:

 How many days during the year was the area used? Click or tap here to enter text.

 How many hours per day was the area used? Click or tap here to enter text.

 The daycare facility was in operation for the entire year? Click or tap here to enter text.

**Expenses:** (Office Expenses vs. Home Expenses – Office Expense pertain exclusively to your office while Home expense pertains to the entire dwelling)

|  |  |  |
| --- | --- | --- |
| **Expenses** | **Office Expenses** | **Home Expenses** |
| Mortgage Interest | Click or tap here to enter text. | Click or tap here to enter text. |
| Real Estate Taxes | Click or tap here to enter text. | Click or tap here to enter text. |
| Additional Mortgage Interest | Click or tap here to enter text. | Click or tap here to enter text. |
| Insurance | Click or tap here to enter text. | Click or tap here to enter text. |
| Rent | Click or tap here to enter text. | Click or tap here to enter text. |
| Repairs & Maintenance | Click or tap here to enter text. | Click or tap here to enter text. |
| Utilities | Click or tap here to enter text. | Click or tap here to enter text. |
| Other Expenses (List by type) | Click or tap here to enter text. | Click or tap here to enter text. |