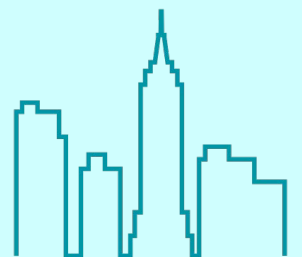


*Small
Business
Tax Return
Workbook*



YNOT SOLUTIONS
NYC

Small Business Tax Return Workbook

TAX YEAR: _____

BUSINESS NAME: _____

CONTACT INFORMATION:

Contact Person

Contact Phone Number

Contact Email

Small Business Tax Prep Checklist

TAX YEAR:

general

- Owner's Information (Name, Address, SSN, % of Ownership)
- EIN form (if applicable)
- Articles of Incorporation/Organization (if applicable)
- Form 2553-Election by a Small Business Corporation (if applicable)

Income

- 1099 NEC (non-employee compensation)
- Other revenue reports/invoices/logs/etc
- 1099 K (from credit card processing)
- Cash/Checks

Expenses

- Bank Statements (best to keep a separate bank account for your business, even if it is not an official business bank account --if you're just starting out you can open a personal bank account and do all of your business transactions in that)
- Receipts (especially for items paid in cash or not paid through the business bank account)
- Forms 1099 NEC that you provided to Independent contractors/outside services
- Expense Log/Report
- Cost of Goods Sold Log/Report
- Any downloadable CVS files from sites like Shopify/Etsy/Etc of your revenue/transactional expenses

Notes:

Small Business Tax Return Information

Business Information

Business Name: _____ EIN (if applicable): _____

Type of Entity (circle one if applicable): Sole proprietor S-Corp Corp LLC LP

Address: _____ Established: _____

Type of business: _____ State ID (if applicable): _____

Owner's Information

Full Name: _____ SSN: _____

Address: _____

Ownership percentage: _____

Owner's Information

Full Name: _____ SSN: _____

Address: _____

Ownership percentage: _____

Small Business Tax Deductions

Income

Revenue/Earnings _____
 Other _____

 Total Income _____

Standard Expenses

Expense Type	Spent
Advertising	_____
Cell Phone	_____
Insurance	_____
Legal & Professional	_____
Licensing	_____
Marketing	_____
Meals	_____
Miscellaneous	_____
Office Supplies	_____
Outside Services	_____
Software	_____
Supplies	_____
Travel	_____
Other	_____
.....
Total Expenses	_____

Other Expenses

Expense Type	Spent
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
.....
T. Other Expenses	_____

See Small Business Tax Deductions Cheat Sheet part 2 for more information on Home Office Expenses

Home Office

Total Sq ft of Home _____
 Sq ft of Office _____

Home Office Expenses

Expense Type	Spent
Mortgage/Rent	_____
Utilities:	_____
Electricity	_____
Gas	_____
Internet	_____
Sewage/Trash	_____
Water	_____
Repairs/Maintenance	_____
.....
T. Home Expenses	_____

Vehicle Information

Make/Model _____
 Date for Business _____
Date You Started to Use This Vehicle for Business
 Total Business Miles _____

Vehicle Expenses

Expense Type	Spent
Car payments	_____
Gas	_____
Insurance	_____
Registration	_____
Repairs/Maintenance	_____
Other	_____
.....
T. Vehicle Expenses	_____

Total Income: _____
 Total Expenses: _____
 Net Income/Loss:

Small Business Tax Deductions cont...

Outside Services/Independent Contractor Information

Outside Services or Contractor Information

Filled out w-9 Form?	Yes or No
(If no) Full Name:	_____
SSN or EIN:	_____
Address:	_____
Address Cont:	_____
Amount Paid:	_____

Outside Services or Contractor Information

Filled out w-9 Form?	Yes or No
(If no) Full Name:	_____
SSN or EIN:	_____
Address:	_____
Address Cont:	_____
Amount Paid:	_____

Outside Services or Contractor Information

Filled out w-9 Form?	Yes or No
(If no) Full Name:	_____
SSN or EIN:	_____
Address:	_____
Address Cont:	_____
Amount Paid:	_____

Must issue a 1099 NEC form to all of the outside services/independent contractors that you paid over \$600
Provide your tax preparer the copies of the W-9 forms, if applicable

Small Business Tax Deductions Cheat Sheet part 1

Advertising and Promotion

- Facebook/Instagram ads
- Prints (brochures, Flyers, etc)

Auto Expenses

- Car payments
- Insurance
- Gas
- Parking and tolls
- Registration (DMV) fees
- Maintenance and repairs

Bank Fees

- ATM Fees
- Monthly service fees
- Annual Fees
- Late Payments
- NSF fees

Business license and permits

- State/local licensing
- industry/job specific license

Consultation

- General consultation
- Financial consultation
- Job consultation

Cost of Goods Sold

- Materials/Supplies
- Labor

Dues and Subscriptions

- Memberships
- Monthly/annual subscription

Continuing Education

- Tuition
- Books/supplies
- Program fees
- Trainings and workshops

Equipment Rental

- Payment processor rental
- Industry/job specific rentals
- Tool rental
- Large equipment rental

Gifts

- Gifts provided to vendors or customers/clients/patience (can only deduct \$25 per person per year)

Office

- Rent or mortgage
- Insurance
- Utilities
- Maintenance and repairs

See small business tax deductions cheat sheet part 2 for more information

Continue...

Small Business Tax Deductions Cheat Sheet part 2

Insurance

- General
- Liability
- Workers Compensation
- E&O Insurance

Interest

- Finance charges
- Loan interest

Legal and Professional

- Legal consultation and fees
- Accounting
- Bookkeeping
- Financial Advisor
- Industry/Job specific fee

Meals

- Restaurants
- Fast Food

(Note: meals are usually deducted by 50% depending on the purpose of the meal. Consult with your tax preparer.

Office Expenses

- Delivery items (coffee, water, etc)
- Supplies (paper, ink, etc)
- Postage
- Software/website

Independent contractors

- Contractors
- Outside services

Travel

- Lodging
- Car rental/transportation service
- Airfare

Utilities

- Water
- Sewage
- Trash/waste removal
- Electricity
- Internet
- Cable

Office Deductions

Divide sq ft of office by total sq ft, then multiply the expenses with this amount to obtain the actual amount you're able to deduct.

(Ex: 100 sq ft/1000 sq ft = 10%, Rent is \$1000 per month, Multiply the rent by 10%, Total rent that can be deducted per month = \$1000 x 10% = \$100)

Top 10 Most Overlooked Deductions

- | | |
|---------------------------------|---------------------------------------|
| 1. Automobile Expenses | 6. Utilities |
| 2. Home Office* | 7. Business Membership Fees |
| 3. Start-Up Costs** | 8. Postage and Shipping |
| 4. Bank/Paypal/Credit Card Fees | 9. Fees for services (ex. Stamps.com) |
| 5. Internet/Phone | 10. Coaching, Mentoring, Seminars |
-

*Space used exclusively for your business

**Supplies and equipment needed to start business

5 Write Off Mistakes That Could Get You IRS Trouble

1. **Clothing** - unfortunately, you cannot write off anything you believe is "business" attire or even the items you buy specifically for a business event.

A good rule of thumb when it comes to clothing is if it has your business logo on it or is specifically needed for your kind of work. (Cannot be "street clothes" or attire that you'd wear on other occasions besides work)

Write-Off Examples:

- T-shirts, sweaters, polos, hats, etc. with your logo on it
- Hard hats, steel toe shoes, etc (any protective gear)
- Theatrical costumes

Non-Write-Off Examples:

- Suit or dress for the super important business trip/conference
- Work out gear (even if you're a fitness professional)

2. **Services or products that "make you look good"**- you cannot write off things like make up, mani/pedis, haircuts, massages, etc.

3. **Mileage to your workplace** - sorry but you cannot write-off the miles it takes to get to your primary business location, especially if you work from home.

4. **Crowdfunding donations** - sadly GoFundMe fundraisers are usually not deductible, that doesn't mean you shouldn't help out when you can though!

5. **Entertainment** - due to recent tax laws you cannot write off any entertainment (concerts, movies, events, etc) even when you're with clients, vendors and the like. You can write-off the meals that you had at the events but not the entertainment themselves.
-

Important Due Dates for 2022

(Or tax year 2021)

<i>Personal Tax Returns</i>		Due Date/ Date to File Extension	Extension Due Date
Federal	Form 1040/1040A/1040EZ Includes: Schedule C (Sole Proprietorships/Single Member LLCs)	April 15, 2022	October 15, 2022
State	Each state Has different forms	April 15, 2022	October 15, 2022

<i>Business Tax Returns</i>		Due Date/ Date to File Extension	Extension Due Date
Federal			
S-Corporation	Form 1120S	March 15, 2022	September 15, 2022
Partnerships	Form 1065	March 15, 2022	September 15, 2022
C-Corporation	Form 1120	April 15, 2022	October 15, 2022

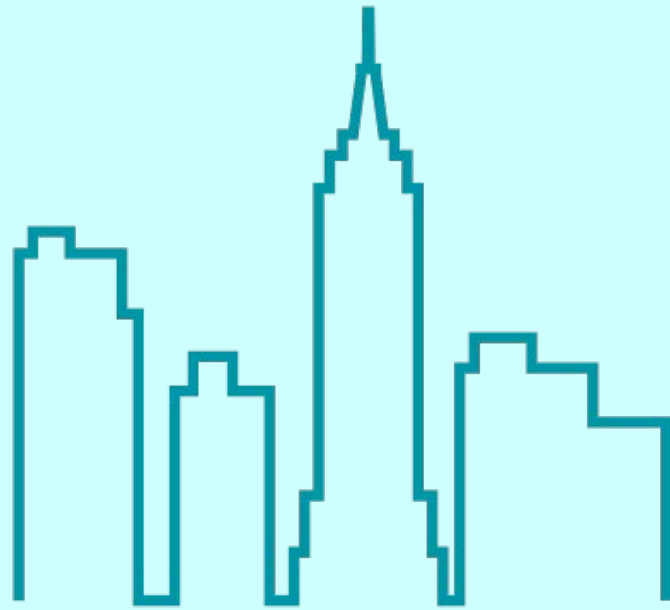
State

Each state has different forms, some states that do not have income tax will not have to file a tax return. If your state does require a tax return, it is best to file both Federal and state returns at the same time.

****Please note: if you owe on your tax returns, filing an extension does not extend the time to pay. The balance that is owed is still due on the original due date (not on the extended due date)****

<i>Other Business Forms</i>		Due Date
Form 1099-NEC	Filed Electronically to IRS	March 31, 2022
"Non-Employee Compensation"	Filed Paper to IRS	February 1, 2022
-usually for outside services or Independent contractors. (paid \$600 or more)	Filed to Recipients	February 1, 2022

****NOTE: These are approximate dates based on the past years, due to Covid-19 these dates may be postponed****



YNOT SOLUTIONS

NYC

