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- If available, provide us a income statement (also called a "profits and losses statement")
- Attach any additional documentation (e.g., 1099-MISC) needed to fully prepare you federal and state tax returns for this business
- Do you have a question about anything on this form? Please call or send us an email.

Business Information

Principal business or profession, including product or service _____
 Business Name _____
 Employer ID Number (EIN), if any _____

Business Street Address _____

 City State Zip

Method of accounting Cash__ Accrual __
 Did you materially participate during ? Yes__ No __
 Did you start this business last year? Yes__ No __

Income

Gross Receipts _____
 Returns and Allowances _____
 Other Income _____

Expenses

Advertising _____	Rent or lease (vehicles, machinery, or equipment) _____
Automobile Expenses _____	Rent or lease (other business property) _____
Commissions and Fees _____	Repairs and maintenance _____
Contract Labor _____	Supplies _____
Employee Benefit Programs _____	Taxes and licenses _____
Insurance (other than health) _____	Travel _____
Mortgage Interest _____	Meals and Entertainment* _____
Other Interest _____	Utilities _____
Legal and professional fees _____	Wages (less employment credits) _____
Office expense _____	Other expenses* _____
Pension and profit-sharing _____	

* Attach a list of expenses

Auto Expenses

When did you place your vehicle in service for business purposes? _____

Of the total number of miles you drove your vehicle last year, enter the number of miles you used your vehicle for:

Business _____ Commuting _____ Other _____

- Was your vehicle available for personal use during off-duty hours? Yes__ No __
 Do you (or your spouse) have another vehicle available for personal use? Yes__ No __
 Do you have evidence to support your deduction? Yes__ No __
 If you have evidence, is the evidence written (e.g., written mileage log)? Yes__ No __