

**Preparer use only**

	2022 Information	Prior Year Information
Taxpayer/Spouse/Joint (T, S, J)	_____ [2]	
Employer identification number	_____ [3]	
Business name	_____ [5]	
Principal business/profession	_____ [6]	
Business code	_____ [12]	
Business address, if different from home address on Organizer Form ID: 1040		
Address	_____ [15]	
City/State/Zip	_____ [16]    _____ [17]    _____ [18]	
Accounting method (1 = Cash, 2 = Accrual, 3 = Other)	_____ [19]	—
If other:	_____ [21]	
Inventory method (1 = Cost, 2 = LCM, 3 = Other)	_____ [22]	—
If other enter explanation:	_____ [24]	
_____		
_____		
Enter an explanation if there was a change in determining your inventory:	_____ [25]	
_____		
Did you "materially participate" in this business? (Y, N)	_____ [26]	—
If not, number of hours you did significantly participate	_____ [28]	—
Mark if you began or acquired this business in 2022	_____ [30]	
Did you make any payments in 2022 that require you to file Form(s) 1099? (Y, N)	_____ [31]	—
If "Yes", did you or will you file all required Forms 1099? (Y, N)	_____ [33]	—
Mark if this business is considered related to qualified services as a minister or religious worker	_____ [35]	—
Did you receive wages as a statutory employee or as a minister? (1 = Statutory employee, 2 = Minister)	_____ [37]	—
Medical insurance premiums paid by this activity	+ _____ [40]	
Long-term care premiums paid by this activity	+ _____ [44]	
Amount of wages received as a statutory employee	+ _____ [47]	

**Business Income**

	2022 Information	Prior Year Information
Gross receipts and sales		
_____	+ _____ [52]	
_____	+ _____	
_____	+ _____	
_____	+ _____	
Returns and allowances	+ _____ [55]	
Other income:		
_____	+ _____ [57]	
_____	+ _____	
_____	+ _____	
_____	+ _____	

**Cost of Goods Sold**

	2022 Information	Prior Year Information
Beginning inventory	+ _____ [59]	
Purchases	+ _____ [61]	
Labor:		
_____	+ _____ [63]	
_____	+ _____	
Materials	+ _____ [65]	
Other costs:		
_____	+ _____ [67]	
_____	+ _____	
_____	+ _____	
_____	+ _____	
Ending inventory	+ _____ [69]	

**Control Totals +**

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Principal business or profession \_\_\_\_\_

**2022 Information**

**Prior Year Information**

Advertising	+	_____ [6]	_____
Car and truck expenses	+	_____ [8]	_____
Commissions and fees	+	_____ [10]	_____
Contract labor	+	_____ [12]	_____
Depletion	+	_____ [14]	_____
Depreciation	+	_____ [16]	_____
Employee benefit programs (Include Small Employer Health Ins Premiums credit):			
_____	+	_____ [18]	_____
_____	+	_____	_____
Insurance (Other than health):			
_____	+	_____ [20]	_____
_____	+	_____	_____
Interest:			
Mortgage (Paid to banks, etc.)			
_____	+	_____ [22]	_____
_____	+	_____	_____
_____	+	_____	_____
Other:			
_____	+	_____ [24]	_____
_____	+	_____	_____
Legal and professional services	+	_____ [26]	_____
Office expense	+	_____ [29]	_____
Pension and profit sharing:			
_____	+	_____ [31]	_____
_____	+	_____	_____
Rent or lease:			
Vehicles, machinery, and equipment	+	_____ [33]	_____
Other business property	+	_____ [35]	_____
Repairs and maintenance	+	_____ [37]	_____
Supplies	+	_____ [39]	_____
Taxes and licenses:			
_____	+	_____ [41]	_____
_____	+	_____	_____
_____	+	_____	_____
_____	+	_____	_____
Travel and meals:			
Travel	+	_____ [43]	_____
Meals (Enter 100% subject to 50% limitation)	+	_____ [45]	_____
Meals (Enter 100% subject to DOT 80% limit)	+	_____ [47]	_____
Meals (Fully deductible)	+	_____ [49]	_____
Utilities	+	_____ [51]	_____
Wages (Less employment credit):			
_____	+	_____ [53]	_____
_____	+	_____	_____
Other expenses:			
_____	+	_____ [55]	_____
_____	+	_____	_____
_____	+	_____	_____
_____	+	_____	_____
_____	+	_____	_____
_____	+	_____	_____
_____	+	_____	_____
_____	+	_____	_____
_____	+	_____	_____

**Control Totals +**

Preparer use only

Principal business or profession \_\_\_\_\_

Preparer use only Carryovers	Non-QBI & Tax	For QBI & Tax	AMT
Operating	+ [19]	+ [20]	+ [21]
Short-term capital		+ [22]	+ [23]
Long-term capital		+ [24]	+ [25]
28% rate capital		+ [26]	+ [27]
Section 1231 loss	+ [28]	+ [29]	+ [30]
Ordinary business gain/loss	+ [31]	+ [32]	+ [33]
Section 179	+ [34]	+ [35]	+ [36]

**NOTES/QUESTIONS:**

**Preparer use only**

Principal business or profession \_\_\_\_\_ [3]  
 Taxpayer/Spouse/Joint (T, S, J) \_\_\_\_\_ [4]  
 State postal code \_\_\_\_\_ [5]

**Business Use of Home**

	2022 Information	Prior Year Information
Total area of home	_____ [14]	_____
Area used exclusively for business	_____ [16]	_____
Information for day-care facilities only:		
Total hours used for day-care during this year	_____ [18]	_____
Total hours used this year, if less than 8760	_____ [20]	_____
Special computation for certain day-care facilities:		
Area used regularly and exclusively for day-care business	_____ [22]	_____
Area used partly for day-care business	_____ [24]	_____

List as direct expenses any expenses which are attributable only to the business part of your home.  
 List as indirect expenses any expenses which are attributable to the overall upkeep and running of your home.

	2022 Information		Prior Year Information
	Direct Expenses	Indirect Expenses	
Mortgage interest:	+ _____ [29]	+ _____ [31]	_____
Mortgage insurance premiums	+ _____ [34]	+ _____ [35]	_____
Real estate taxes:	+ _____ [37]	+ _____ [39]	_____
Excess mortgage interest	+ _____ [42]	+ _____ [43]	_____
Insurance	+ _____ [48]	+ _____ [50]	_____
Rent	+ _____ [54]	+ _____ [55]	_____
Repairs & maintenance	+ _____ [57]	+ _____ [58]	_____
Utilities	+ _____ [60]	+ _____ [61]	_____
Other expenses, such as: Supplies & Security system	+ _____ [63]	+ _____ [64]	_____
_____	+ _____	+ _____	_____
_____	+ _____	+ _____	_____
_____	+ _____	+ _____	_____
_____	+ _____	+ _____	_____
_____	+ _____	+ _____	_____
_____	+ _____	+ _____	_____
_____	+ _____	+ _____	_____
_____	+ _____	+ _____	_____
Excess casualty losses		+ _____ [66]	_____
Carryovers:			
Operating expenses		+ _____ [67]	_____
Casualty losses		+ _____ [68]	_____
Depreciation		+ _____ [70]	_____
Business expenses not from business use of home, such as:			
Travel, Supplies, Business telephone expenses		+ _____ [71]	_____
Depreciation		+ _____ [75]	_____

**NOTES/QUESTIONS:**

If you used your automobile for business purposes, please complete the following information.

**Preparer use only**

Description of business or profession \_\_\_\_\_ [3]

**Vehicles**

Vehicle 1 -	Date placed in service	_____	[4]
	Description	_____	[5]
	Comments	_____	
Vehicle 2 -	Date placed in service	_____	[9]
	Description	_____	[10]
	Comments	_____	
Vehicle 3 -	Date placed in service	_____	[14]
	Description	_____	[15]
	Comments	_____	
Vehicle 4 -	Date placed in service	_____	[19]
	Description	_____	[20]
	Comments	_____	

**Vehicle Questions**

	Vehicle 1	Prior Year	Vehicle 2	Prior Year	Vehicle 3	Prior Year	Vehicle 4	Prior Year
If you used your automobile for work purposes, answer the following questions:								
Was the vehicle available for off-duty personal use? (Y, N)	_____ [60]	_____	_____ [62]	_____	_____ [64]	_____	_____ [66]	_____
Was another vehicle available for personal use? (Y, N)	_____ [68]	_____	_____ [70]	_____	_____ [72]	_____	_____ [74]	_____
Do you have evidence to support your deduction? (Y, N)	_____ [76]	_____	_____ [78]	_____	_____ [80]	_____	_____ [82]	_____
Is this evidence written? (Y, N)	_____ [84]	_____	_____ [86]	_____	_____ [88]	_____	_____ [90]	_____

**Vehicle Expenses**

	Vehicle 1	Prior Year Information	Vehicle 2	Prior Year Information	Vehicle 3	Prior Year Information	Vehicle 4	Prior Year Information
Total miles for year	_____ [32]		_____ [34]		_____ [36]		_____ [38]	
Commuting miles	_____ [40]		_____ [42]		_____ [44]		_____ [46]	
Business miles before 7/1	_____ [48]		_____ [50]		_____ [52]		_____ [54]	
Business miles after 6/30	_____ [56]		_____ [57]		_____ [58]		_____ [59]	
Parking fees	+ _____ [92]		+ _____ [94]		+ _____ [96]		+ _____ [98]	
Tolls	+ _____ [100]		+ _____ [102]		+ _____ [104]		+ _____ [106]	
Gasoline	+ _____ [108]		+ _____ [110]		+ _____ [112]		+ _____ [114]	
Oil	+ _____ [116]		+ _____ [118]		+ _____ [120]		+ _____ [122]	
Repairs	+ _____ [124]		+ _____ [126]		+ _____ [128]		+ _____ [130]	
Maintenance	+ _____ [132]		+ _____ [134]		+ _____ [136]		+ _____ [138]	
Tires	+ _____ [140]		+ _____ [142]		+ _____ [144]		+ _____ [146]	
Car washes	+ _____ [148]		+ _____ [150]		+ _____ [152]		+ _____ [154]	
Insurance	+ _____ [156]		+ _____ [158]		+ _____ [160]		+ _____ [162]	
Interest	+ _____ [164]		+ _____ [166]		+ _____ [168]		+ _____ [170]	
Registration	+ _____ [172]		+ _____ [174]		+ _____ [176]		+ _____ [178]	
Licenses	+ _____ [180]		+ _____ [182]		+ _____ [184]		+ _____ [186]	
Property taxes	+ _____ [188]		+ _____ [190]		+ _____ [192]		+ _____ [194]	
Other vehicle expenses	+ _____ [196]		+ _____ [198]		+ _____ [200]		+ _____ [202]	
Vehicle rentals	+ _____ [204]		+ _____ [206]		+ _____ [208]		+ _____ [210]	
Inclusion amt (Preparer only)	_____ [212]		+ _____ [214]		+ _____ [216]		+ _____ [218]	
Depreciation	+ _____ [220]		+ _____ [222]		+ _____ [224]		+ _____ [226]	



## Diligence Questions

### SELF EMPLOYMENT DILIGENCE

Description of business (Type of work, service rendered, product sold, business location, hours of operation) \_\_\_\_\_

EIN# \_\_\_\_\_ Any Employees? \_\_\_\_\_ # years in business \_\_\_\_\_

What kind of records do you keep? Check mark below

Customer receipt book		Accounting Records		Business Stationary	
Paid expense receipts		Log Books		Car Travel log	
Computer records		Business Bank Acct		Car/Truck Expense	
Ledgers		Suppliers		Client Statements	
Advertising		Rental Expense		Insurance	
Form 1099 Misc received		Form 1099 Misc issued		Other:	

Business Phone \_\_\_\_\_ Business Website \_\_\_\_\_

Business Address \_\_\_\_\_

How do you advertise? \_\_\_\_\_

Do you have a license? \_\_\_\_\_ Is a license required for your occupation? \_\_\_\_\_

Did you file state and/or local sales tax returns for the tax year? \_\_\_\_\_

How Did you calculate your income? \_\_\_\_\_

How Did you calculate your expenses? \_\_\_\_\_

If you do not have any business expenses, explain why \_\_\_\_\_

Preparer Notes: \_\_\_\_\_

Taxpayer Signature (Business Owner/Subcontractor) \_\_\_\_\_ Date \_\_\_\_\_

## MILEAGE

DISCUSSED WITH TAXPAYER THE MEHOD OF RECORDKEEPING FOR MILEAGE AND GAVE TAXPAYER A CALENDAR TO LOG IN DAILY MILEAGES FOR BUSINESS PURPOSES. DISCUSSED WITH TAXPAYER THE WAY TO LOG BEGINNING OF YEAR AND END OF YEAR ODOMETER READINGS.

WENT OVER THE REQUIREMENT OF NEEDING 3<sup>RD</sup> PARTY VERIFICATION FOR ODOMETER READINGS. (SAVED PROOF OF SERVICE RECORDS)

WENT OVER THE STANDARD MILEAGE RATE AND WHAT EXPENSES IT COVERS SUCH AS REPAIRS, LICENSE, FLUIDS, FUEL, ETC. THE ONLY EXPENSE THAT CAN BE USED IN ADDITION TO THE STANDARD MILEAGE RATE IS INTEREST PAID ON A LOAN FOR THE VEHICLE IF IN THE CASE OF THE SCHDEULE C TAXPAYER.

SIGNATURES:

TAXPAYER: \_\_\_\_\_ DATE: \_\_\_\_\_

SPOUSE: \_\_\_\_\_ DATE: \_\_\_\_\_

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