

**Taxpayers with Self-Employment Income:**

- 1 How long have you owned your business? \_\_\_\_\_ Where do you conduct Business? \_\_\_\_\_
- Brief Description of Business: \_\_\_\_\_
- 2 What services do you perform? \_\_\_\_\_ How much do you charge for them? \_\_\_\_\_
- 3 Approx. how many clients do you have? \_\_\_\_\_ How often do you provide services for each client? \_\_\_\_\_
- 4 What type of items do you need to operate? \_\_\_\_\_ How often are they replenished? \_\_\_\_\_
- 5 Do you travel for business? ☐ Yes ☐ No How do you keep track of mileage? \_\_\_\_\_
- When and where do you have to travel for business? \_\_\_\_\_
- 6 Can you provide any documentation to substantiate your business? ☐ Yes ☐ No
- Business Cards ☐ Business stationary ☐ Business license ☐ Other tax returns ☐
- Receipts or receipt book ☐ Advertisements ☐ Other: \_\_\_\_\_
- 7 Who maintains the business records? \_\_\_\_\_
- 8 Do you maintain separate banking accounts for personal and business transactions? ☐ Yes ☐ No
- If yes, in what form were the records provided? \_\_\_\_\_
- If no, how do you differentiate between personal and business transactions/assets? \_\_\_\_\_
- 9 Were satisfactory records of income and expense provided? ☐ Yes ☐ No
- If yes, in what form were the records provided?
- Accounting records ☐ Computer records ☐ Log Books ☐ Business Bank Accounts ☐
- Paid invoices/receipts ☐ Car/truck expenses ☐ Ledgers ☐ Other: \_\_\_\_\_
- If no, how did you determine amount of income: \_\_\_\_\_
- amount of expense: \_\_\_\_\_
- 10 Form 1099-NEC
- Any 1099-NEC to support the income? ☐ Yes ☐ No
- If no, is it reasonable that the business type would not receive a Form 1099-NEC? ☐ Yes ☐ No
- 11 Are the expenses consistent with the type of business? ☐ Yes ☐ No 12 Are the amounts of the expense reasonable? ☐ Yes ☐ No
- 13 Are any expenses that are typical missing? ☐ Yes ☐ No
- 14 If no expenses or low expenses, why are the expenses so low? \_\_\_\_\_
- 15 If high expenses or overall loss, why are the expenses so high? \_\_\_\_\_
- 16 If high expenses or loss, how are you able to pay the expenses and keep the business open? \_\_\_\_\_
- 17 Any additional info provided related to the business \_\_\_\_\_