



# Business Income and Expenses

First Name		Last Name		Tax Year	
Business Name			★Business Type		
Business Address [check if same as home address]:		<input type="checkbox"/>			
If we have the information from a previous filing, check On File.		Business Start Date		On File	<input type="checkbox"/>
Business is registered with the state:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what state		On File	<input type="checkbox"/>
Business is registered with the IRS:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, list EIN		On File	<input type="checkbox"/>
Business entity:	Sole Proprietor <input type="checkbox"/> Single Member LLC <input type="checkbox"/> Non-profit <input type="checkbox"/> None of these <input type="checkbox"/>			On File	<input type="checkbox"/>

(section A) **BUSINESS INCOME**

★Total cash received or additional sales (if all your income was submitted on a 1099, then enter \$0 in the box)	\$
Total of all 1099s (NEC, Misc, K) income for this business type <b>if forms not submitted</b>	
	\$

(section B) **BUSINESS EXPENSES**

	Amount Here	Use the grid if itemizing
8 Advertising:	\$	\$
10 Commission and fees (paid in staffing, payment processing, bank fees, storage fee )	\$	\$
11 Contract labor (amount paid to staff that does NOT receive a W-2):	\$	\$
14 Employee health insurance and benefits:	\$	\$
15 Insurance for property or business (not home or vehicle):	\$	\$
16a Interest for mortgage (for additional business property not home office):	\$	\$
16b Interest for loans and credit cards used for business:	\$	\$
17 Legal and professional services (attorneys, consultants, educators, image agents):	\$	\$
18 Office expenses (electronics, furniture, subscriptions) <i>[please itemize this expense is possible ]</i> :	\$	\$
19 Pension / Profit Sharing (paid to employees):	\$	\$
20a Rent or lease vehicle (not personal vehicle):	\$	\$
20a Rent or lease equipment or machinery:	\$	\$
20b Rent or lease property (not home office):	\$	\$
21 Repairs & maintenance of office (not home office):	\$	\$
22 Supplies (materials, clothing for business, cleaning supplies, etc.):	\$	\$
23 Taxes and licenses:	\$	\$
24a Travel (transportation, lodging, baggage cost, travel pass):	\$	\$
24b Tracked business meals in a restaurant or take out:	\$	\$
24b Tracked business meals for those under DOT regulations:	\$	\$
25 Utilities [please use the breakdown table] (list home office utilities on p3)		<b>Utility Breakdown Table</b>
26 Wages for employees (must be hired as an employee and receive a W-2):	\$	Cell Phone/Data Tablet \$
48 Miscellaneous Expense (list it):	\$	Internet \$
48 Miscellaneous Expense (list it):	\$	Office Utilities \$

## BUSINESS VEHICLE DEPRECIATION EXPENSE

(section C)

**Disclaimer:** This is the vehicle depreciation section. By adding a vehicle used in business, you agree to keep records of the mileage and maintenance. If the vehicle is removed from business, you will report that action the following tax year. Tax code permits we use either mileage or maintenance depreciation. The details of this option can be discussed.

### VEHICLE used for BUSINESS

	Vehicle 1	Vehicle 2	Vehicle 3
★Year Make			
★Model			
Start date used for business	____/____/____ <small>on file</small>	____/____/____ <small>on file</small>	____/____/____ <small>on file</small>
Purchase Price	\$ _____	\$ _____	\$ _____
Purchase Year			
Check if leased and enter the amount	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____

### VEHICLE MILEAGE DEPRECIATION

List total and business miles for the tax year. For any vehicle legally registered to the business, the total miles and business miles will be the same.		
★Total miles		
★Business miles		
Current odometer		

### VEHICLE MAINTENANCE DEPRECIATION

List only applicable expenses for the tax year.		
[1] Fuel Cost		
[1] Oil Change		
[2] Repairs		
[2] Maintenance		
[2] Tires		
[2] Car Washes		
[3] <u>Parking Fees</u>		
[4] Insurance		
[6] <u>Vehicle loan interest</u>		
[6] <u>Property Tax</u>		
[7] misc:		

If any of these vehicles were removed from business in the tax year, then you must answer all three following questions.						
Business end date <i>mm/dd/yyyy</i>	____/____/____		____/____/____		____/____/____	
Reason for ending <i>(select one)</i>	Sold	Traded	Sold	Traded	Sold	Traded
	Dissolved	Loss	Dissolved	Loss	Dissolved	Loss
Amount received <i>(including trade value)</i>	\$ _____		\$ _____		\$ _____	

## BUSINESS HOME OFFICE EXPENSES FOR HOMEOWNERS and RENTERS

(section D)

<b>(Office 1)</b>		Address of home office:					
1		Select rent or own for this property:			Rent	Own	
2	both	Start date of office usage:		End date of office usage:			
3	both	List the square footage of the home/rental space:	On file <input type="checkbox"/>		# sq ft		
4	both	List the square footage of the office space:	On file <input type="checkbox"/>		# sq ft		
5	rent	List your monthly <b>OR</b> yearly rental cost:	Same as last year <input type="checkbox"/>	mnth - \$	yr - \$		
6	own	List the value of the home when business started (we will pull the FMV):	On file <input type="checkbox"/>	\$			
7	own	What is the land value (we will value it at 20% of the home value unless otherwise noted):			\$		
8	own	How much did you pay in real estate / property tax [1098-Mortgage Interest]:			\$		
9	own	How much did you pay in mortgage interest [1098-Mortgage Interest]:			\$		
10	both	How much did you pay in homeowners' insurance OR renters' insurance:			\$		
11	both	List the monthly <b>OR</b> yearly amount paid for utilities:	Monthly		Yearly		
			•Electric	\$	\$		
			•Gas	\$	\$		
			•Other	\$	\$		
12	both	List the type and the amount paid for maintenance and repairs of the home:					
	a)					\$	
	b)					\$	
13	both	List expense for the home office directly:					
	a)					\$	
	b)					\$	

*If you moved in the tax year, you can declare a second home office.*

<b>(Office 2)</b>		Address of home office:					
1		Select rent or own for this property:			Rent	Own	
2	both	Start date of office usage:		End date of office usage:			
3	both	List the square footage of the home/rental space:	On file <input type="checkbox"/>		# sq ft		
4	both	List the square footage of the office space:	On file <input type="checkbox"/>		# sq ft		
5	rent	List your monthly <b>OR</b> yearly rental cost:	Same as last year <input type="checkbox"/>	mnth - \$	yr - \$		
6	own	List the value of the home when business started (we will pull the FMV):	On file <input type="checkbox"/>	\$			
7	own	What is the land value (we will value it at 20% of the home value unless otherwise noted):			\$		
8	own	How much did you pay in real estate / property tax [1098-Mortgage Interest]:			\$		
9	own	How much did you pay in mortgage interest [1098-Mortgage Interest]:			\$		
10	both	How much did you pay in homeowners' insurance OR renters' insurance:			\$		
11	both	List the monthly <b>OR</b> yearly amount paid for utilities:	Monthly		Yearly		
			•Electric	\$	\$		
			•Gas	\$	\$		
			•Other	\$	\$		
12	both	List the type and the amount paid for maintenance and repairs of the home:					
	a)					\$	
	b)					\$	
13	both	List expense for the home office directly:					
	a)					\$	
	b)					\$	