



NAME \_\_\_\_\_ Federal ID # \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS OF BUSINESS \_\_\_\_\_

BUSINESS ACTIVITY (Check all that apply):    sales     manufacturing     service 

PRODUCT SOLD OR SERVICE PERFORMED \_\_\_\_\_

How many months was this business in operation during the year?    12 Months  OR From \_\_\_\_\_ To \_\_\_\_\_How many hours during the year did you and/or your spouse devote to this business?    FULL TIME  OR # of hours \_\_\_\_\_Is any portion of your investment in this business *not* subject to payback by you?    YES     NO **▼ BUSINESS INCOME ▼**

<b>GROSS SALES/RECEIPTS</b>	Include all 1099 income for services performed		<b>1099-NEC.</b> Submit ALL 099s received. Include Non-Employee Amounts in Gross Sales.  Do your records agree with the amount reported?    YES <input type="checkbox"/> NO <input type="checkbox"/>  Did you receive \$10,000.00 in actual cash from any individual at any one time— <i>or in accumulated amounts</i> — during this tax year?
<b>SALES TAX COLLECTED</b>	If not included in above		
<b>RETURNS / REFUNDS</b>	Amount included in Gross Sales that was refunded to your client		
<b>OTHER INCOME</b>	Directly related to your business		

**▼ Sales of Equipment, Machinery, Land, Buildings Held for Business Use ▼**

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost

**▼ BUSINESS EXPENSES (cost of goods sold) ▼**

<b>PURCHASE OF PRODUCT &amp; SUPPLIES FOR RESALE</b>		<b>FREIGHT-IN</b>	Shipping cost to receive product or materials, if not included in purchases
<b>PERSONAL USE</b>	Actual cost of items in purchases used by you or your family	<b>OTHER COSTS</b>	
<b>◇ COST OF LABOR</b>		<b>INVENTORY AT END OF YEAR</b>	
<b>PURCHASE OF MATERIAL FOR JOBS</b>	(construction or installation type)	How did you arrive at inventory value? Actual Cost <input type="checkbox"/> Other (explain) _____	

**▼ CAR and TRUCK EXPENSES ▼**

	VEHICLE 1	VEHICLE 2
<b>Year and Make of Vehicle</b>		
<b>Date vehicle placed in service for business (month, date, year)</b>		
Ending Odometer <b>Reading (December 31)</b>		
Beginning Odometer <b>Reading (January 1)</b>		
<b>Total Miles Driven</b> (End Odo – Begin Odo)		
<b>Total Business Miles</b> (do you have another vehicle?)		
<b>Total Commuting Miles</b>		
<b>Parking Fees and Tolls</b>		
<b>License Plates</b>		
<b>Interest</b>		
<i>Continue below if you take actual expense (must use actual expenses if you lease)</i>		
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.		
<b>Lease Costs</b>		

**▼ OFFICE in HOME ▼**

<b>Date Acquired Home</b>
<b>Total Cost</b>
<b>Cost Of Land</b>
<b>Cost Of Improvements</b>
<b>Sq. Footage Of Home</b>
<b>Sq. Footage Of Office Area</b>
<b>Rent Paid (If You Rent)</b>
<b>Interest</b>
<b>Taxes</b>
<b>Utilities/Garbage</b>
<b>Insurance</b>
<b>Repairs/Maintenance</b>
<b>Miscellaneous</b>
<b>Other</b>

## BUSINESS EXPENSES (continued)

<b>ADVERTISING/PROMOTION:</b> Ads, business cards, greeting cards, etc.	<b>TRAVEL EXPENSES: (AWAY FROM HOME OVERNIGHT):</b> Lodging Meals & tips (keep total separate from other costs) Convention fees Cruise ship convention/seminar Airplane or train fares Auto rental, taxis or bus fares Other (incidentals, laundry, etc.)
<b>*COMMISSIONS &amp; FEES PAID:</b> Contract labor	<b>MEALS &amp; ENTERTAINMENT:</b> Sales lunches Gifts (limited to \$25 per individual or couple) Tickets Tickets to qualified charitable events
<b>EMPLOYEE BENEFITS:</b> Health insurance, company party, mileage reimbursements, etc.	<b>UTILITIES &amp; TELEPHONE:</b> Electricity (business) Natural gas/heating fuel (business) Garbage, water, sewer (business) Telephone (bus. line, second line, other options) Business long distance (from home telephone) Faxes, paging svcs, cellular svcs
<b>INSURANCE:</b> Worker's comp, business liability (do not include auto/truck/health)	<b>WAGES:</b> (bring your copy of W-2s/941s if they have been filed) Wages to spouse (subject to Soc.Sec. and Medicare tax) Children under 18 (not subject to Soc.Sec. and Medicare tax) Other
<b>INTEREST:</b> <b>Mortgage</b> (on business bldg.): Paid to financial institution Paid to individual	<b>OTHER EXPENSES</b> (not listed elsewhere): Bank charges Courier services Dues & publications Education Fuel for equipment (not auto/truck) Laundry & cleaning Printing & copying Show Fees Shipping
<b>OTHER INTEREST:</b> (do not include auto or truck) List life insurance loans separately Business only credit card	
<b>*LEGAL &amp; PROFESSIONAL:</b> Attorney fees for business, accounting fees, bonds, permits, etc.	
<b>OFFICE EXPENSE:</b> Postage, stationery, office supplies, bank charges, pens, etc.	
<b>PENSION/PROFIT SHARING:</b> Employees only	
<b>*RENT/LEASE:</b> Machinery and equipment Other business property	
<b>*REPAIRS &amp; MAINTENANCE:</b> Building, equipment, etc. (do not include auto or truck)	
<b>SUPPLIES:</b> Misc. (not included elsewhere) Small tools	
<b>TAXES:</b> Personal property Licenses (not auto/truck) Real estate of business building & land Sales tax (if included in gross sales) Payroll (your share Soc.Sec./Medicare)	
<b>TRAVEL</b> (number of nights away): City_____ Nights out ___ City_____ Nights out ___ City_____ Nights out ___ City_____ Nights out ___ City_____ Nights out ___ City_____ Nights out ___ City_____ Nights out ___ City_____ Nights out ___	

## EQUIPMENT PURCHASED

Item Purchased	Date Purchased	Business Use %	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other Information

\*1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

Due date of return is January 31. Nonfiling penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold tax on the payment(s).

Name	Address	Social Security #	Amount	Purpose of Payment