



**2021 Tax Season
SELF EMPLOYED CHECK LIST**

1. When did you start your business? _____
2. Do You have an EIN? _____ If yes # _____
3. Do you have business license? _____
4. How were earnings calculated? _____
5. Do you have a separate business bank account? _____
6. Did you keep written records to show business income and expenses? _____
7. What kinds of records do you have? _____
8. Do you have an appointment book showing clients dates & services provides? _____
9. Where did you purchase your supplies? _____
10. What kind of service(s) do you provide? _____
11. Will you be preparing 1099's? _____
12. Where did you perform your services? _____

If in your home: Do you have a designated work area in your home? _____

How much area is used for business? _____ Total Square footage of home? _____

Business Income: _____

Business Expenses: _____

Supplies _____	Travel /meals/ent. _____	Legal/Prof Svs _____
Rent _____	Advertising _____	Internet _____
Postage _____	Office Exp. _____	Contract labors _____
Phone _____	Taxes & License _____	Oil/Gas _____
Utilities _____	Repair & Main. _____	COGS _____

By signing below, I certify that I am self-Employed and that the information given above is true and accurate to the best of my knowledge.

Client Signature: _____ Date: _____