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Tax Year: _____ **Self-Employment Worksheet**

Business Profession: _____ **Income Collected:** _____

Business Name (if any) _____ **Employer ID #:** _____

Operating Expenses	Amount	Description (Cont)	Amount
Advertising		Company Parties/Event/Food	
Internet/Cable Fees		Uniforms & Business Laundry	
Legal Fees		Dues, subscriptions, & Books	
Professional Expenses		Postage/Freight/Delivery Shipping	
Office Expenses		Equipment Repairs	
Supplies		Building Repairs	
Rent/Lease (Equipment & Machinery)		Business License & Fees	
Equipment/Tools		Startup Expense	
Security/Alarm Fees		Tax Prep for Business Return	
Insurance (Health/Life/Dental)		Other Expense:	
Business/Trade Conventions		Other Expense:	
Subcontractors & Contract Labor		Other Expense:	
Repairs (Other than Car)		Other Expense:	
Bank Charges/Merchant Fees		Vehicle Information (Only the amount used for business)	
Computer Software		Enter Date business use of vehicle started: _____	
		Number of Business Miles Driven: _____	
Licenses & Government Fees		Tolls and Parking Fees: _____	
Taxes		If you are not claiming mileage, complete the information below	
Travel Expenses		Gas (Auto Fuel)	
Entertainment – Food/Beverage		Repairs (Vehicle)	
Online/Internet Service		Insurance	
Utilities		Tag & Registration Fees	
Employee Wages/Salary		Tires/Automobile Washes/Maintenance	
Telephone/Cell/Beeper		Lease/Car Note Payments	

I, certify that my income and expenses are correct. In the event of an audit, I can substantiate my income and expenses from my receipts and bank statements. **We shall not be held liable for any IRS audit or investigation resulting from inaccurate information provided or withheld by the taxpayer(s).**

 (SIGNATURE)

 (DATE)