

# SEWELLS AFFORDABLE TAX SERVICE

208 SHAVER DRIVE  
SUITE 4  
TALBOTT, TN 37877

423-581-4388

## SELF EMPLOYED INCOME/EXPENSE SHEET

NAME OF PROPRIETOR	BUSINESS ADDRESS
BUSINESS NAME	FEDERAL I.D. NUMBER

1. Business is conducted on the : ☐ Cash Basis ☐ Accrual Basis ☐ Other: \_\_\_\_\_
2. Inventory (if applicable) is based on: ☐ Cost ☐ Other: \_\_\_\_\_
3. Do you use any part of your home for Business? ☐ Yes ☐ No (if yes use bottom of page)
4. Did you hire any new employees that may qualify for job credits? ☐ Yes ☐ No
5. How many months in business during the year? \_\_\_\_\_
6. Are you required to file 1099? ☐ Yes ☐ No If yes are you filing them? ☐ Yes ☐ No

INCOME		COST OF GOODS SOLD (IF APPLICABLE)	
GROSS RECEIPTS/SALES		BEGINNING OF YEAR INVENTORY	
RETURNS & ALLOWANCES		END OF YEAR INVENTORY	
*INCOME REPORTED ON 1099'S		PURCHASES	
*COMMISSIONS		Above Withdrawn for Personal Use	
OTHER:		Cost of Labor	
		Material/Supplies	
		Other	

\*Do Not duplicate in Gross Receipts

EXPENSES			
Advertising		Wages (Not Reported Above)	
Bad Debts (If included as income)		Payroll Taxes	
Bank Charges		Social Security And Medicare	
Car/Truck Expenses (Detail)		Unemployment (Fed & State)	
Commissions & Fees Paid		Other Taxes	
Dues & Publications		Real Estate	
Employee Benefit Program		Personal Property	
Freight (Not included Above)		<b>Automobile Mileage (Adequate Records Required)</b>	
Insurance (Business)		Total Miles Driven	
Interest (Business)		Business Miles	
Laundry & Cleaning		Personal Miles	
Legal & Professional		Parking Expense	
Office Supplies & Postage		Travel Out of Town	
Pensions/Profit Sharing		Transportation	
Utilities		Lodging	
Rent (Business)		Cab, Bus, Rentals	
Rent (Equipment)		Other:	
Repairs (Business)		Meals & Tips	
Supplies (Other)		Gifts	
Telephone (Business)			
Health Insurance (Personal 100%)			
Other:			
Mortgage Interest (Paid to Financial Institution) - Business Only			
Depreciation - If Predetermined Attach			
Other (Explain):			

List on back purchases of : Equipment, Furniture, Vehicles of Leasehold Improvements

I understand that if any of the information provided on this sheet is incorrect the liability for consequences incurred is my responsibility. I understand that I will be expected to have proof of the information provided in case of an audit. In no way, shape or form are the staff of Sewells Affordable Tax Service responsible for the information that has been provided on this sheet. This form is meant to assist clients with properly categorizing their income and expenses and nothing more.

Print Name:

Date:

Sign Name: