

Kim's Personal Tax Service, Tax Year 2025

ORGANIZER FOR BUSINESS(SOLE PROPRIETOR)

If you have more than one business please copy and use one for each.

Taxpayer name: _____

Name of Business: _____ **Is it an LLC?** _____

What type of business: _____

Do you work out of your home or rent an office: _____ **Year business started:** _____

Income:

Total annual income/receipts for business: \$ _____ **Please have a total.**

Total income from 1099's: \$ _____ **Total income from cash/or other sources that you would not have a 1099 for:** \$ _____

Expenses:

Mileage for the year _____ **Year of vehicle:** _____ **Vehicle make/model:** _____

(If you have a job where you do a lot of driving, you should be keeping a log, or you can use your calendar, please have mileage calculated when you come)

Depreciation:

Did you purchase a new van or truck specifically for the business? If yes, please provide:

Date purchased: _____ **Year of vehicle:** _____ **purchase price:** _____

Did you pay labor to help you? _____ **If so, did you give them a 1099?** _____

How much did you pay them for the year? \$ _____ (total of all contractors paid)

If they make over \$600 for the year you need to give them a 1099. If you don't know how to do this I can do it, but I need the info before January 31st as they are due the IRS by the 31st.

Please total for each category:

Advertising/marketing: \$ _____

Business insurance: \$ _____

Mortgage interest/business building: \$ _____

Interest on business accounts: \$ _____

Legal/professional service

(including tax prep for previous year): \$ _____

Office expenses: \$ _____

Supplies: \$ _____

Equipment rental: \$ _____

Office/bldg. rental: \$ _____

Repairs on equip: \$ _____

(does not include vehicle)

Travel expenses: \$ _____

(hotel, car rental, other)

Meals for travel: \$_____

Other expenses:

Website or app costs \$_____

Memberships:\$_____

Business publications: \$_____

New tools: \$_____

License renewals: \$_____

Other miscellaneous items: _____

Office in home questions/expenses:

Square footage of office (not over 300sf):_____

Total finished square footage of home: _____

Mortgage interest: \$_____ House Taxes:\$_____

Rent for year (if you rent an office space outside of home):\$_____ Home
repairs/maint (if in home office):\$_____

Utilities for year: \$_____ (utilities include, gas, water, elec, trash,internet)

HOA dues:\$_____ Home insurance: _____