



2025 SELF-EMPLOYED WORKSHEET

(Please Print)

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Picket Fence Tax Service

TAXPAYER INFORMATION

Business Name:	EIN (<i>if applicable</i>):		
Principal Business:	Owned by:		
Business Address:	Taxpayer <input type="checkbox"/>	Spouse <input type="checkbox"/>	Both <input type="checkbox"/>
	Date Opened:	Date Closed (<i>if applicable</i>):	
	Did you pay for self-employed health insurance? <i>If YES, amount paid:</i>		
	<input type="checkbox"/> Y <input type="checkbox"/> N		

Income Information

Gross Receipts/Sales (including 1099s):	Refunds:
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Cost of Goods Sold

Beginning Inventory:	Cost of Labor (<i>excluding W2 wages</i>):		
Ending Inventory:	Were 1099s provided to subcontractors? <input type="checkbox"/> Y <input type="checkbox"/> N		
Cost of materials/supplies:	<i>If NO, do you need us to prepare them? (a \$50 fee applies)</i> <input type="checkbox"/> Y <input type="checkbox"/> N		
Purchases:	Other (<i>describe</i>): _____		

Expenses

Advertising:	Office Expense:	Dues & Subscriptions:	
Business Insurance:	Rent (office space):	Other (<i>describe</i>): _____	
Legal Services:	Utilities (<i>not home office</i>):	Other (<i>describe</i>): _____	
Supplies:	Repairs (equip, etc.):	Other (<i>describe</i>): _____	
Internet (<i>Amount & % of Business Use</i>): \$	%	Taxes/Licenses:	New Assets? (<i>vehicles, equipment, etc.</i>) <input type="checkbox"/> Y <input type="checkbox"/> N
Cell Phone (<i>Amount & % of Business Use</i>): \$	%	Wages (provide W3):	For NEW assets only, please provide details (<i>item, purchase date, cost, etc.</i>): _____

MUST PROVIDE ALL MILE TYPES
used to determine business %

Auto & Travel

Business Miles:	Tolls:	Airfare:
Commuting Miles:	Parking:	Hotel:
Personal Miles:	Interest Paid on Vehicle Loan:	Dining:
Date Vehicle Placed in Service:		

Business Use of Home

Total SqFt of Home:	Mortgage Interest Paid:	Homeowner's Insurance:
SqFt of Sole Business Use Space:	Real Estate Tax:	Repairs & Maintenance:
Date Business Use of Home Began:	Rent Paid:	Utilities:
Original Cost of Home*:		

*Required if using ACTUAL expenses; otherwise, a more simple method will be used (basic SqFt used for %).

Owner Signature: _____

Date: _____