

Self-Employed Business Worksheet

(Use separate sheet for each business)

TAX YEAR: _____ BUSINESS NAME : _____
ADDRESS: _____
BUSINESS TYPE/PROFESSION: _____ DATE BUSINESS STARTED: _____
OWNER: _____ TEL: _____

INCOME

Cash, Checks, Mobile Payment (Venmo, Zelle, Cash App) \$ _____
1099-K, 1099-NEC, 1099-MISC (include copies) \$ _____

EXPENSES

Advertising	\$ _____	Merchant fees	\$ _____
Bank Service charge	\$ _____	Computer expense	\$ _____
Cable & Internet	\$ _____	Gas for equip (ONLY)	\$ _____
Cleaning service	\$ _____	Dues or member fees	\$ _____
Continuing education	\$ _____	Small hand tools	\$ _____
Commissions & fees	\$ _____	Security	\$ _____
Contractor labor	\$ _____	Shipping & postage	\$ _____
Business Insurance (not health)	\$ _____	Telephone & mobile	\$ _____
Interest on business credit card	\$ _____	Waste and trash pickup	\$ _____
Legal & professional services	\$ _____	Security	\$ _____
Office expenses	\$ _____	Shipping & postage	\$ _____
Rent or lease	\$ _____	Supplies & materials	\$ _____
Repairs & maintenance	\$ _____	Waste & trash	\$ _____
Tolls & parking	\$ _____	Uniforms	\$ _____
Tax and licenses:		Wages paid out (W2)	\$ _____
Business License	\$ _____	Utilities	\$ _____
Property tax	\$ _____	<u>OTHER EXPENSE</u> (List)	
Payroll	\$ _____	_____	\$ _____
Travel (away from home)	\$ _____	_____	\$ _____
Travel	\$ _____	_____	\$ _____
Deductible meals	\$ _____	_____	\$ _____

<u>Purchase: Business / Equipment /Furniture</u>	<u>Cost</u>	<u>Date purchased</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

In-Home Office: Total square footage of home _____ Total square footage of office space _____

Did you pay anyone more than \$600 in the tax year? NO YES If yes, did you file required 1099? _____

Car & Truck Expense:

NOTE: Keep a written mileage log showing the date, miles, and business purpose for each trip. The IRS does not allow a deduction for undocumented miles.

Make, model & year of Vehicle _____ Date placed in service: _____
Total miles vehicle was driven during the year _____ Rental related miles driven _____
Optional Info: Beginning odometer reading _____ Ending odometer reading _____

I certify that the information listed above provided by me to prepare my income tax return is correct, accurate, and they are true to the best of my knowledge and belief.

Your Signature: _____ Date: _____