

SELF EMPLOYMENT INCOME AND EXPENSES

YOU MAY HAVE EXPENSES FOR ITEMS NOT LISTED BELOW
INCLUDE THEM WITH THE INFORMATION YOU BRING TO YOUR INTERVIEW

Business Name	
Federal ID Number	
Product/Service	

List Your Auto, Travel & Entertainment Expenses On Reverse Side

BUSINESS INCOME	
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Remember to bring any 1099K forms

OPERATING EXPENSES

Advertising		
Commissions, Fees		
Insurance - Business Liability		
Health Insurance		
Long Term Care	Taxpayer	Spouse
(Show Premiums for Yourself and Spouse Separately)		
Workers Comp		
Interest - Business Loans		
Interest - Business Credit Cards		
Legal, Accounting		
Office Supplies		
Rent - Machinery, Equipment		
Rent - Other Business Property		
Repairs		
Supplies		
Real Estate Taxes (On Business Property)		
Sales Tax Collected & Paid To State		
(Do Not List Income or Estimated Taxes Here)		
Bank Charges		
Cell Phone		
Décor for Office		
Dues, Publications		
Education, Seminars		
Equipment		
Gifts (Limit of \$25 Per Person)		
License & Bonds		
Online Service		
Phone/Long Distance (No Personal Lines)		
Postage		
Promotional (Calendars, Pens, Etc)		
Safety Equipment		
Small Tools		
Subcontractors / Casual Labor		
(see information page regarding 1099s)		
Uniforms & Cleaning		
Other		

IF YOU MAINTAIN AN INVENTORY

Inventory At Beginning Of Year (Your cost)	
Purchases Of Inventory Items (Your cost)	
Inventory At End Of Year (Your cost)	

IF YOU HAVE EMPLOYEES

(Ask your preparer about credits that may apply to you)

Employer Identification Number	
Gross Wages Paid	
FICA/Medicare (Employer Portion)	
State Unemployment	
Federal Unemployment (FUTA)	
Employee Benefit Programs	
Pension/Profit Sharing	

IF YOU PURCHASED NEW EQUIPMENT

PURCHASE DATE	ITEM	COST

IF YOU HAVE AN OFFICE IN YOUR HOME

Date Home Acquired	
Date Converted To Business Use	
Sq. Ft. Of Total Living Space	
Sq. Ft. Of Office Space	
Cost Of Home	
Cost Of Improvements	
Mortgage Interest	
Real Estate Taxes	
Insurance (Homeowners or Renters)	
Repairs / Maintenance to Office Space	
Utilities (Do Not Include Phone)	
Heat & Electricity	
Water	
Trash	
Apartment Rent	

AUTOMOBILE EXPENSES

YOU HAVE THE OPTION OF TAKING A DEDUCTION OF CENTS PER BUSINESS MILE OR CALCULATING THE BUSINESS PERCENTAGE OF ACTUAL EXPENSES FOR YOUR VEHICLE.

LIST INFORMATION SEPARATELY FOR EACH VEHICLE USED IN YOUR BUSINESS.

MILEAGE INFORMATION IS NEEDED FOR BOTH METHODS

Vehicle Model and Year	Purchase Price	Date 1st used for business	Total Miles driven in 2011	Business Miles driven in 2011		Commuting miles – home to 1 st stop, last stop to home	
				1/1 – 6/30	7/1 -12/31	1/1 – 6/30	7/1 – 12/31
1)							
2)							
3)							

IF YOU HAVE RECORDS OF ACTUAL EXPENSES - LIST THEM HERE FOR EACH BUSINESS VEHICLE

	Gas	Oil Changes	Repairs/ Tuneups	Insurance	Car Washes	License Tabs	Parking/ Tolls	Car loan interest	Lease Payments
1)									
2)									
3)									

BUSINESS ENTERTAINMENT EXPENSES

Meals While Entertaining Clients (Business Must Be Discussed)		Tickets To Games, Etc. (Associated With Business Discussion)	
Dues (Business Leagues, Public Service Organizations) ~ Dues to Entertainment Facilities Are Not Deductible ~			

BUSINESS TRAVEL EXPENSES

Air Fare		Taxi, Bus, Train Fare		Laundry (While Away On Business)	
Lodging		Telephone, Fax, Postage			
Car Rental		Tips, Baggage Charges			

MEALS AWAY FROM HOME - YOU MAY DEDUCT EITHER THE ACTUAL AMOUNT SPENT OR A STANDARD ALLOWANCE

Actual Cost Of Meals Away From Home	
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TO USE THE STANDARD ALLOWANCE LIST THE CITIES YOU WERE IN AND NUMBER OF DAYS IN EACH CITY

CITY	# OF DAYS	CITY	# OF DAYS	CITY	# OF DAYS