

# 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	
Business/Profession	
Product /Service	

<b>BUSINESS INCOME</b>	
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Health Insurance (paid on behalf of sole proprietor, spouse and dependents)		
Long Term Care Insurance (Show Premiums for Yourself and Spouse Separately)	Taxpayer	Spouse

## OPERATING EXPENSES

Advertising	
Commissions, Fees	
Insurance - Business Liability	
Interest – Business Loans	
Interest – Business Credit Cards	
Legal & Professional Services	
Tax Preparation Fees	
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	
Business Cell Phone/Land Line	
Décor for Office	
Dues, Publications	
Education, Seminars	
Equipment	
Gifts (Limit of \$25 Per Person)	
License & Bonds	
Minnesota Care Insurance (Paid to MN Care by Health Care Professionals)	
Online Service	
Postage	
Promotional (Calendars, Pens, Etc)	
Safety Equipment	
Small Tools	
Subcontractors / Casual Labor (if you paid individuals >\$600 you <u>must</u> do 1099s by January 31st)	
Uniforms & Cleaning	
Other	

<p><b>List Your Auto, Travel &amp; Entertainment Expenses On Reverse Side</b></p>
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## 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	
Workers Comp Insurance	

## 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	

