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**General Information**

Business Owner \_\_\_\_\_

Business Name (if no separate name, leave blank) \_\_\_\_\_

Employer ID Number (if different from SSN) \_\_\_\_\_

Accounting method:  Cash  Accrual  Other (specify) \_\_\_\_\_

Did you materially participate in the business during this year?  Yes  No

Did you start or acquire this business this year?  Yes  No

Did you make any payments for outside labor this year?  Yes  No

If yes, did you send forms 1099-MISC to those people?  Yes  No

**Income**

If received any forms 1099-MISC *Please provide*

Total Income \_\_\_\_\_

Cost of goods sold (COGS):

Fuel \_\_\_\_\_

Materials and supplies \_\_\_\_\_

Other costs \_\_\_\_\_

**Expenses**

Advertising \_\_\_\_\_

Subscriptions for travel services  
(this would include XM radio, Audible, etc) \_\_\_\_\_

Commissions and fees \_\_\_\_\_

Contract labor \_\_\_\_\_

Depreciation and section 179 *(see worksheet below)*

Insurance (truck, liability, not health) \_\_\_\_\_

Interest:

Loans (not home office) \_\_\_\_\_

Other \_\_\_\_\_

Legal and professional services \_\_\_\_\_

Office expense \_\_\_\_\_



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Home Office expenses	(see worksheet below)
Pension plans	_____
Rent or lease:	
Vehicles, machinery, equipment	_____
Other business property	_____
Repairs and maintenance	_____
Supplies (not included in COGS)	_____
Taxes and licenses	
Payroll Taxes	_____
Hwy Use Tax	_____
Other Taxes	_____
License Expenses	_____
Travel & meals:	
Travel	_____
Meals	_____
Utilities (not home office)	_____
Wages (paid to self or employees)	_____
Other expenses (specify):	
<u>Telephone/Fax</u>	_____
<u>Postage</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



**Per Diem Information**

Days traveled away from home overnight: \_\_\_\_\_

**Depreciation and Section 179 Worksheet (include trucks here)**

<b>Description of asset</b>							
<b>Date placed in service</b>							
<b>Cost or Basis</b>							
<b>Prior-Year Section 179</b>							
<b>Prior-Year depreciation</b>							
<b>Date of Disposal</b>							
<b>Sale Price</b>							
<b>Sales Expenses</b>							

**Home Office Deductions Worksheet**

Area used exclusively for business \_\_\_\_\_

Total area of home \_\_\_\_\_

I wish to take the "Safe Harbor" (simple) home office deduction: \_\_\_\_ No \_\_\_\_ Yes (STOP HERE)

Mortgage Interest \_\_\_\_\_

Real estate taxes \_\_\_\_\_

Insurance \_\_\_\_\_

Repairs and maintenance \_\_\_\_\_

Utilities:

Gas \_\_\_\_\_

Electric \_\_\_\_\_

Water \_\_\_\_\_

Sewer \_\_\_\_\_

Trash pickup (NOT yard maint.) \_\_\_\_\_

Other expenses \_\_\_\_\_