

Self-Employed/Business Worksheet

Hobby

ENTITY INFO: Type (Select One) Sole Proprietor Single Member LLC Multi-Member LLC Partnership S Corp C Corp

Individual Name(s):	SS#:
Business Name (if applicable):	Fed ID # (EIN 9 digit #):
Business Description:	Product or Service:

Are you interested in contributing to a SEP Retirement Plan? YES or NO	If made, SEP contribution amount	\$
Do you pay into a self employed health insurance plan? YES or NO	If Yes, enter amount paid	\$

Did you pay \$600 or more for services to anyone who is not a Corporation? YES or NO

INCOME Gross Receipts or Sales	\$	Licenses & Permits	\$
PURCHASES	\$	Meals (Business only)	\$
ENDING INVENTORY (at cost)	\$	Miscellaneous	\$
EXPENSES:		Office Expenses	\$
Accounting	\$	Outside Contractors	\$
Advertising	\$	Postage	\$
Bank Charges	\$	Printing	\$
Commission Expense	\$	Rent	\$
Computer Expenses	\$	Repairs & Maintenance	\$
Delivery & Freight	\$	Rubbish Removal	\$
Dues & Subscriptions	\$	Security	\$
Equipment Rental	\$	Supplies	\$
Gifts (\$25 max per person)	\$	Telephone (Cell & Business)	\$
Insurance (business & liability)	\$	Tools	\$
Interest	\$	Training	\$
Internet Costs (business only)	\$	Travel	\$
Legal & Professional	\$	Truck & Business Vehicle Expense	\$
			\$

FIXED ASSETS (Computers, Equipment, Furniture, etc) Include Date Placed in Service

	\$		\$
	\$		\$

VEHICLE INFORMATION (If purchased in current year include copy of invoice)

Date vehicle was placed in service: / /

Vehicle is used by a more than 5% owner? YES or NO

Is vehicle available for off-duty personal use? YES or NO

Is any other vehicle available for personal use? YES or NO

Vehicle Description:

Personal Mileage	miles
Business Mileage	miles
Commuting Mileage	miles

Parking Fees & Tolls	\$
Gasoline, Lube, Oil	\$
Repairs & Tires	\$
Insurance	\$
Miscellaneous	\$
Auto License & Reg Fees	\$
Interest (Car Loan)	\$
Vehicle Lease Payments	\$

BUSINESS USE OF HOME (Include 100% figures, we will allocate based on square footage)

Total Area of Home (Square feet)	sq'
Business Use Area (Square feet)	sq'
Mortgage Interest	\$
Real Estate Taxes	\$
Rent	\$
Insurance	\$

Association Dues	\$
Repairs & Maintenance	\$
Utilities	\$
Security	\$
Telephone/Internet	\$
	\$

PLEASE INCLUDE DETAILS OF ANY PPP LOAN THAT WAS RECEIVED IN THIS PAST TAX YEAR.