

# Self Employed Income & Expense Tax Organizer

Use a separate sheet for each business

## General Information

Name of sole proprietor	
Business name (if different)	EIN (if applicable)
Business address (if different from home address)	
Principal business activity	Is this 1 <sup>st</sup> Year? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the primary purpose of the business activity to realize a profit?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you materially participate in the operation of this business?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the business reported any losses in prior years?
Accounting method: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the business file under a calendar year? (If no, what is the fiscal year?)

## Specific Questions

<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you make any payments of \$600 or more to unincorporated subcontractors or consultants etc.?
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, did you issue Form 1099-MISC?
<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please attach names, social security number, amount paid and address on separate sheet and we will file for you.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you make, or do you plan to make, any contributions to a self-employed retirement plan?
	Type of plan
	Amount contributed
	\$
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you pay for your own health/dental insurance? If yes, provide amount of premiums paid during the year.
	\$
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you use an area of your home exclusively for business, or an area exclusively for storage?
	Square footage of space used
	Total square footage of home

## Business Income

Gross receipts or sales (Do not include W-2 income or 1099MISC or 1099K totals on this line.)	\$
Total of all Forms 1099s received for this business. (Enclose copies of each 1099 received.)	\$
Returns, refunds or other allowances	\$( )
Other income (not included in gross receipts above) Identify:	\$

## Cost of Goods Sold (for manufacturers, wholesalers, and businesses that make, buy, or sell goods)

Inventory at the beginning of the year	\$
Purchases	\$
Cost of labor	\$
Materials and supplies	\$
Inventory at the end of the year	\$

## Business Expenses

Advertising	\$	Office expenses	\$
Bad debts (previously included as income)	\$	Office supplies (not included elsewhere)	\$
Bank charges / Credit card processing fees	\$	Payroll processing fees	\$
Bonds	\$	Pension and profit sharing plans	\$
Commissions and fees	\$	Postage / Shipping	\$
Contract labor*	\$	Promotional (calendars, pens etc)	\$
Dues, Subscriptions	\$	Rent or lease – car, machinery, equipment	\$
Education, Seminars, Conference Fees	\$	Rent or lease – other business property	\$
Employee benefit programs	\$	Repairs and maintenance	\$
Entertainment & in-town business meals	\$	Start-up costs (first year of business)	\$
Gifts	\$	Supplies (not included in inventory cost)	\$
Insurance (other than health insurance)	\$	Taxes – payroll	\$
Interest – mortgage (for business property only)	\$	Taxes – property	\$
Interest – other (credit cards, business loans)	\$	Taxes – sales (if included in income)	\$
Internet service	\$	Telephone	\$
Legal and professional services	\$	Uniforms / Protective clothing	\$
Licenses/ State Fees	\$	Utilities	\$
Management Fees	\$	Wages (W-2 payroll)	\$
Marketing	\$	Website / Hosting	\$

Other Business Expenses – List out type and expense amount			
	\$		\$
	\$		\$
	\$		\$
	\$		\$

### Car Expenses

Make/Model		Date car placed in service / /	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Car available for personal use during off-duty hours?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you (or your spouse) have any other cars for personal use?	Did you trade in your car this year? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have evidence?	Cost of trade-in	Trade-in value
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is your evidence written?	\$	\$
<i>Mileage</i>		<i>Actual Expenses</i>	
Beginning of year odometer		Gas/oil	\$
End of year odometer		Insurance	\$
Business mileage		Parking fees/tolls	\$
Commuting mileage		Registration/fees	\$
Other mileage		Repairs	\$

Generally, you can use either the standard mileage rate or actual expenses to figure the deductible costs of operating your car for business purposes. However, to use the standard mileage, it must be used in the first year the car is available for business. In later years, you can then choose between either the standard mileage rate method or actual expenses.

### Travel Expenses

- **Meals.** You can deduct the cost of meals while traveling away from home on business. You can use the actual cost of your meals or the standard meal allowance per diem, which can vary by location.
- **Travel/Lodging.** You can deduct ordinary & necessary expenses of traveling away from your home for business purposes. Included expenses are transportation, airfare, taxi, lodging, etc.

City visited (for per diem)	# of days in city	City visited (for per diem)	# of days in city

### Expenses

Airfare	\$	Other travel expenses (describe below)	
Bus, train, taxi	\$		\$
Entertainment	\$		\$
Lodging	\$		\$
Parking and tolls	\$		\$
Meals (actual receipts)	\$		\$

### Equipment Purchases – Enter the following information for depreciable assets purchased that have a useful life greater than one year

Asset	Date purchased	Cost	Date placed in service	New or used?
		\$		
		\$		
		\$		

**Depreciation.** If property you acquire to use in your business is expected to last more than one year, you generally cannot deduct the entire cost as a business expense. Depreciation spreads out the cost of a business asset allowing you to recover the cost or other basis of property over a period of years. It is an annual allowance for the wear and tear, deterioration, or uselessness of property. The IRS has outlined a useful life (a set number of years) for most assets.

### Equipment Sold or Disposed of During Year

Asset	Date out of service	Date sold	Selling price/FMV	Trade-in?
			\$	
			\$	
			\$	

**Disposition of Property.** A disposition of property occurs when you sell property for cash or other property, you exchange property for other property, you transfer property to satisfy a debt, you abandon property, your bank forecloses or repossesses your property, or your property is damaged, destroyed, or stolen and you receive property or money in payment.

### Self-Employment (SE) Tax

- SE tax is Social Security & Medicare tax for the self-employed. Your payments of SE tax contribute to your coverage under the Social Security system. Social Security coverage provides you with retirement benefits, disability benefits, survivor benefits, and hospital insurance (Medicare) benefits.
- You pay SE tax if net earnings from self-employment were \$400 or more. The SE tax rules apply no matter how old you are and even if you are already receiving Social Security or Medicare benefits.
- Currently the maximum 15.3% rate is on the first \$127,200 of net self employment income.