

Self-Employed/Business Worksheet

Hobby

ENTITY INFO: Type (Circle 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	\$	Meals & Entertainment	\$
EXPENSES:		Miscellaneous	\$
Accounting	\$	Office Expenses	\$
Advertising	\$	Outside Contractors	\$
Bank Charges	\$	Postage	\$
Commission Expense	\$	Printing	\$
Computer Expenses	\$	Rent	\$
Delivery & Freight	\$	Repairs & Maintenance	\$
Dues & Subscriptions	\$	Rubbish Removal	\$
Equipment Rental	\$	Security	\$
Gifts (\$25 max per person)	\$	Supplies	\$
Insurance (business & liability)	\$	Telephone (Cell & Business)	\$
Interest	\$	Tools	\$
Internet Costs (business only)	\$	Training	\$
Legal & Professional	\$	Travel	\$
License & Permits	\$	Truck & Business Vehicle Expense	\$
	\$		\$
	\$		\$

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

	\$		\$
	\$		\$

VEHICLE INFORMATION (If purchased in 2012 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:		Parking Fees & Tolls	\$
Personal Mileage	miles	Gasoline, Lube, Oil	\$
Business Mileage	miles	Repairs & Tires	\$
Commuting Mileage	miles	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'	Association Dues	\$
Business Use Area (Square feet)	sq'	Repairs & Maintenance	\$
Mortgage Interest	\$	Utilities	\$
Real Estate Taxes	\$	Security	\$
Rent	\$	Telephone/Internet	\$
Insurance	\$		\$