

Self- Employed/Business Worksheet

Hobby

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

Individual(s) Name:	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 contributing amount	\$
Do you pay into a self employed health insurance plan	YES or NO	If Yes, enter amount paid	\$

INCOME Gross Receipts or Sales	\$
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EXPENSES:

Accounting	\$
Advertising	\$
Bank Charges	\$
Commission Expense	\$
Computer Expenses	\$
Delivery & Freight	\$
Dues & Subscription	\$
Equipment Rental	\$
Entertainment /Business Meals	\$
Gifts (\$25 max per person)	\$
Insurance (business & liability)	\$
Interest	
Internet costs (business only)	\$
Legal & Professional	\$
License & Permits	\$

Meals & Entertainment	\$
Miscellaneous	\$
Office Expenses	\$
Outside Contractors	\$
Postage	\$
Printing	\$
Rent	\$
Repairs & Maintenance	\$
Rubbish Removal	\$
Security	\$
Supplies	\$
Telephone (Cell & Business)	\$
Tools	\$
Training	\$
Travel	\$
Truck & Business Vehicle Expense	\$
	\$
	\$

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

	\$
	\$

	\$
	\$

VEHICLE INFORMATION (If purchased in 2013 include copy of invoice)

Date Vehicle was placed in service: _____ / _____ / _____
 Vehicle is used by 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	\$
Repair & Tires	\$
Insurance	\$
Miscellaneous	\$
Auto License & Registration Fees	\$
Interest (Car Loan)	\$
Vehicle lease Payments	\$

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

Total areas 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	\$
	\$