

Owner's Name _____ Type of Bus./Bus.' Name _____ S. S./EIN # _____ Tax Year _____
Bus. Address _____ City, State, & Zip Code _____ (A/C) Business Phone # _____

* **By reporting all sales taxes collected and paid to the state, we do not need to keep up with non-recovered sales tax or discounts.**

Date You Started Your Business _____; Claimed last yr.? _____

RECEIPTS (total \$s collected net of discounts) (@ **RETAIL**)

Net Sales Including Tax (add up sales receipts) \$ _____

Net Sales to Associates Including Tax \$ _____

Returns & Uncollected Sales Included in Net Sales \$ _____

Commissions/Bonuses **Received** (1099-MISC) \$ _____

Other Income (ex., interest)(describe) \$ _____

* **Personal use, gifts, & inventory valued @ wholesale (cost)**

COST OF GOODS (RE)SOLD (your cost) (@ **WHOLESALE**)

Beginning Inventory on 1/1/____ (if 1st yr., = "0") \$ _____

Purchases of Product for Resale (invoices + tax) \$ _____

Personal Use of Saleable Product (@ wholesale) \$ _____

Saleable Product Given Away (@ wholesale) \$ _____

Cost of Labor to Produce Products for Resale \$ _____

Materials & Supplies Bought to Produce Products \$ _____

Ending Inventory on 12/31/____ (@ wholesale) \$ _____

* The space for office in home must be used **exclusively** for bus.

OFFICE IN HOME DATA (if 2 homes used, separate by a ";")

Office & Storage: Sq. Ft. | & # of **entire** rooms used _____ | _____.

Entire Home: Sq. Ft. (excl. garage) | & # of rooms _____ | _____.

Date Apartment/House Rented or Purchased _____

Purch. Price + **Closing + Improve. Prior to Bus.** \$ _____

Est. Value of Land **Only** (county tax appraisal) \$ _____

OFFICE IN HOME DEDUCTIONS (for 2, separate by a ";")

Mortgage Int. (**only**) (Form 1098/coupon book) \$ _____

Real Estate Taxes (Form 1098/coup. book/checks) \$ _____

Homeowner/Hazard/Renter's Insur. (1098/checks) \$ _____

Rent (NOT mortgage) Payments (while in bus.) \$ _____

Repairs (**put improve. on Depr. W/s only**), Lawn \$ _____

Utilities: Gas \$ _____ Water \$ _____ Electric \$ _____

Security, Pest, Housekeeper, & Association Fees \$ _____

* **IRS REQUIRES THAT YOU KEEP A MILEAGE LOG ***

* = Circle "Leased" if car was leased, and... **CAR DATA FOR EACH CAR USED IN BUS. ...draw an arrow to which car was leased. ***

Year, Make and Model _____;

Date **Purchased/Leased*** _____;

Purchase/Lease* Price Incl. Tax \$ _____; \$ _____

OPERATING EXPENSES (some allocated per business usage*)

Advertising & Sales Aids (business cards/flyers) \$ _____

Bank & Credit Card Processing Fees **for Business** \$ _____

Commissions **Paid Out** by You to Others \$ _____

Wages/Contract Paid to Employees (and your kids) \$ _____

Self-Employed (only) Health Insurance Premiums \$ _____

Bus. Insurance (property, liability, work. comp.) \$ _____

Loan/Credit Card Int. (**Business Portion Only**) \$ _____

Legal/Tax/Professional Fees (tax preparation) \$ _____

Off. Supp. (**furn./equip. on Depr. W/sheet. only**) \$ _____

Office Rent (incl. meeting rooms & storage space) \$ _____

Car or Equipment (ex., copier) Rentals (**bus. %**)* \$ _____

Repairs & Maintenance to Office Bldg/Equipment \$ _____

Business Taxes (sales, payroll, franch.) & Licenses \$ _____

Travel: **Transportation** \$ _____; **Lodging** \$ _____

Business Meals (meal bought for other person) \$ _____

Out of Town Meals for Bus. \$ _____; # of nights out of town _____

Business Gifts (\$25 max. given to each individual) \$ _____

2nd, Separate, Bus. Phone Line + Bus. Long Dist. \$ _____

Cell Ph., Beeper, Call Notes (**business use only**)* \$ _____

Utilities (**on office/storage outside of your home**) \$ _____

Business Publications & Bus. Association Dues \$ _____

Business Postage (stamps) & Freight (invoices) \$ _____

Bus. Seminars + Motivation Books/CDs/DVDs \$ _____

Bus. Uniforms + Cleaning/Alterations of Uniforms \$ _____

Other (ex., tools; please describe) \$ _____

TOTAL (full year) CAR EXPENSES **Car #1** **Car #2**

Gas, Repairs, Parts, Maint., & Car Wash \$ _____; \$ _____

Insurance, Tags, Inspec., OnStar, & AAA \$ _____; \$ _____

Car Loan Int. (only)/Lease* Payments \$ _____; \$ _____

Parking & Tolls \$ _____; Inclusion Amt. (I'll do) \$ _____; \$ _____

** **I ATTEST TO THESE MILEAGE FIGURES (initial) **** _____

Miles Driven for **Business Purposes Only** _____;

Total Miles the Vehicle Was Driven (**full yr.**) _____;

R. T. Job Commute _____; Is there more than 1 car in your home? _____

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Personal Tax Planning

DO NOT add the purchase price of these items in with "Office Supplies" or home office "Repairs".

FOR REPEAT CLIENTS, REPORT JUST THE CHANGES TO WHAT WE HAVE ON FILE FROM LAST YEAR.

DEPRECIATION WORKSHEET FOR
(name of job/bus./min./rental activity) _____

**** Complete the first four columns, even if purchased prior to going into business or ministry. Include home improvements if you have a home office, equipment upgrades, software, desk, chair, lamp, file cabinet, bookshelf, table, computer, Ipad, Ipod, calculator, scanner, copier, fax machine, TV, CD/DVD player, stereo, cassette player, telephones, cell phones, answering machine, camera, PDA, power tools/equipment, appliances, and other capital assets.**

Description of Capital Asset (Property/Furniture/Equipment)	Month and Year Purchased	Your Cost or Basis in the Asset	Business or Invest- ment Use %	Depreciation Taken in Prior Years		
				Section 179	20__ Tax Yr.	20__ Tax Yr.
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