Use a separate organizer for each business

Sole proprietor General Information

Nam	e of s	ole Proprietor				
Buse	iness	name (if different)	EIN (if applicable)			
Busir	ness a	ddress (if different from home address)				
Princ	ipal b	pusiness activity	Date business started			
princ	cipal p	product of services				
Yes		Was the primary purpose of the business activity to realize a pr	ofit?			
Yes		Did you materially participate in the operation of the business.				
Yes		Has the business reported any losses prior years?				
		g method: Cash Accural Other(specity)				
Yes		Does the business file under a calendar year? (if no, list the fisca	al year.)			
Sol	e Pr	oprieter Specific Questions				
Yes	No	Did you pay any family members for services?				
Yes	No	Did you make any payments of \$600 or more to subcontractors	, attorneys, accountants, directors, ect.?			
Yes	No	If yes, Did you issue Form 1099-NEIC? List name and SSN for ea	ach person to whom you paid \$600 or More.			
		Name	SSN			
		Name	SSN			
Yes	No	o Did you make,or do you plan to make, any contributions to a self-employed retirement plan?				
		Type of plan	Amount Contributed	\$		
Yes	No					
		If yes provide amount of premiums paid during the year.				
Yes	No	Did you have any employees?				
Yes		Did you have any bartering transacitons?				
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Sole Proprietor Business Income

Gross receipts or sales(if you	;)				
				\$	
1099-NEIC	\$	1099-К	\$		
1099-NEIC	\$	1099-К	\$		
Total of all Forms 1099-NEIC a	\$				
Returns and allowances	\$()			
Other income (not included in	gross receipts above)		\$	

Form 1099-NEIC. You may receive Form 1099-NEIC (instead of Form W-2) if you are not classified as an employee. If you receive Form 1099-NEIC, you are generally required to file Schedule C, Profit or Loss From Business, claim any expenses associated with the income recieved, and must pay self-employment (SE) tax on the income

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

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

Sole Proprietor Business Expenses

· · · · ·			
Advertising	\$	Meals-business	\$
Production and the second s	¢		<u>é</u>
Bad debts	\$	Office Supplies	\$
Business Licenses	\$	Start-up cost (1st year)	\$
Bank Charges	\$	Pension & Profit sharing plans	\$
Commisions and fees	\$	Rent or lease Car, equiment.	\$
Contract labor	\$	Rent or lease business property	\$
Employee benefit programs	\$	Repairs and Maintenance	\$
Employee health care plans	\$	Supplies (not included in inventory cost)	\$

Sole Proprietor Business Expenses (continuted)

	 -	
Entertainment	\$ Taxes -Payroll*	\$
Gifts	\$ Taxes - Property	\$
Insurance (other than health ins.)	\$ Taxes - Sales	\$
Interest Mortgage	\$ Taxes - State	\$
Interest Other	\$ Telephone	\$
Internet Service	\$ Utilities	\$
Legal and Professional servies	\$ Wages*	\$
Management Fees	\$ Other	\$

*Proviede copies of Form's W-3, 940, 941, 1096, 1099-NEIC and any state tax forms filed

Other Business Expenses - List out Type and expense amount

\$	\$
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\$	\$

Car Expenses (use a separate form for each vehicle)

Make/Mo	Make/Model			Date car placed in service		
Yes No	Car available for personal use	during off Duty hours?				
Yes No	Do you (or your spouse) have a	any other cars for personal use?	Did you tr	ade in your car this yea	r? Yes No	
		Cost of trade-in	Trade-in V			
Yes No	Do you have evidens?					
		\$	\$			
Yes No	Is your evidence written?					
	Mileage		Actual Expenses			
Poginnin	g of year Odometer		Gas/Oil	Ś		
Beginninį	g of year Odometer		Gas/Oli	Ş		
End of ye	ear odometer		Insurance	\$		
Business	mileage		Parking Fe	ees/Tolls \$		
commuting mileage			Registratio	on/Fees \$		
other mil	-		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 rate, 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 homeTravel/Lodging. You can deduct the ordinary and necessary expenses of
traveling away from your home for business purposes. Included expenses are
trasportation, airfare, taxi, lodging, etc.

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

Travel Expenses Continued

Travel expenses						
Airfare	Other 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 a year

Asset	Date purchased	Cost	Date placed in service	New or used

Depreciation. Depreciation is the annual deduction that allows you to recover the cost or the basis of your business property over a certain number of years. Depreciation starts when you first use the property in your business. It ends when you either take the property out of service, deduct all your depreciable cost or basis, or no longer use the property in your business. The IRS has outlined a useful life (a set number of years) for most assets.

Equipment Sold or Disposed of During the 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 property is damaged, destroyed, or stolen and you receive property or money in payment.

Business Use of the Home

Area of home must be exclusively used for business except for storage or day care. Not: Managing rental activities or investments does not qualify for business use of the home.

All Tax payers	For Day Care Only	
A) Business use area (Square footage)		
	1) Hours used foday care	
B) Total area of home (Square footage)		
	2) Total hours in year	8,760 hrs

Enter below only the expenses paid during the period the home was used for business.

Direct expenses benefit only the business use portion of the home. This includes painting or repairs exclusively for the business area.

Indirect expenses are for keeping up and running the entire home, such as mortgage interest and property taxes.

If you bought or sold your home during 2017, cipy this worksheet and fill out one for each home.

	Direct	Indirect		Direct	Indirect
Mortgage interest	\$	\$	Repairs and Maintenance	\$	\$
Property taxes	\$	\$	Utilities	\$	\$
Insurance	\$	\$	Other	\$	\$
Rent	\$	\$	Other	\$	\$

Depreciation of the Home

Lower of cost or fair market value of home	\$ Improvements?	Yes	No
Value of land	\$ Casualty losses	Yes	No

Exclusine Use Test - Business Use of Home

The exclusine use test is met if any area of the home isused only for	Storage of inventory or product samples - exception to exclusive use test. A
business. The area can be a room or other separately identifiable space.	taxpayer using part of a home for business to store inventory or product
The space does not need to be marked off by a permatnent partition.	samples is not required to meet the exclusive use test. However, the taxpayer
This test is not met if the taxpayer uses the area both for business and	must meet all the following test.
for personal purposes, such as a den used for business during the day	
and TV viewing during the evening.	
	* The taxpaer is in the business of selling products wholsale or retail.
	* The inventory or product samples are kept in the home for use in the
The exclusive use test is not required for:	business
* An area used on a regular basis for storage of inventory or product sampls	* The storage space is used on regular basis.
* A home used as a day care facility.	* The taxpayer's home is the only fixed location of the business.
	* The storage space is a separately identifiable space suitable for storage.