

Principle Business or profession:

Business Name (doing business as)

Employer ID

Business address:

Accounting Method

Cash

Accrual

Inventory Method

Cost

Lower cost or market

other

NA

Check if this is your first year in business

Yes

No

Did you make any payments in 2020 that would require you to file forms 1099

If "YES" did you or will you file 1099 (attach copies if filed)

INCOME	AMOUNT	COST OF GOODS SOLD (buying product for resale)	AMOUNT
1. Gross Receipts or sales (attach copies of 1099's,1099k)		1. Beginning inventory	
		2. Purchases for resale	
		3. Cost of items used personally	
		4. Materials and supplies	
		5. Merchant fees	
		6. Other costs	
		7. End of year inventory value	
EXPENSES	AMOUNT		
1. Advertising(<i>webiste, FB ads, IG, flyers etc</i>)			
2. Commissions and fees			
3. Contract Labor			
4. Employee benefits programs			
5. Business Insurance(<i>Liability, Errors&Omissions, etc. NO AUTO</i>)			
6. Interest (<i>business loans,etc, NO PERSONAL CC INTEREST</i>)			
7. Legal and Professional(<i>Tax Prep Fees and other legal</i>)			
8. Office expenses			
9. Rent or lease (<i>office</i>)			
10. Business equipment rental			
11. Repairs and maintenance			
12. Supplies			
13. Taxes and licenses(<i>business only NO ESTIMATED TAX PAYMENTS</i>)			
14. Travel			
15. Meals (<i>entertainment no longer deductible</i>)			
16. Utilities(<i>office rental utilities</i>)			
17. Wages(<i>attach W-2's and W-3</i>)			
Other:	AMOUNT	Misc Other(description)	AMOUNT
19. Internet(<i>portion used for business</i>)		25	
20. Cell phone(<i>portion used for business</i>)		26	
21. Parking(business only)		27	
22. Dues & Subscriptions		28	
23. Client gifts 25\$ or less		29	
24. Education & seminars		30	

IF YOU USE YOUR VEHICLE FOR WORK

Fill out auto worksheet

IF YOU WORK FROM HOME

Fill out home office worksheet

DEPRECIATION (Equipment over 500 per item needs to be depreciated)

PROPERTY DESCRIPTION	COST	DATE ACQUIRED

Taxpayer Signature

Spouse Signature

Printed Name

Printed Name

Date

Date