



Business Information

Entity Type: S Corp C Corp LLC Partnership Sole Prop.

Business Name: _____ EIN: _____ - _____

Product / Service: _____ Year Established: _____

Did you issue all required 1099 forms for subcontractors? Yes No Not Applicable

Owner Information (#1)

Name: _____ SSN: _____ - _____ - _____

Address: _____

Email: _____ Ownership %: _____

Owner Information (#2)

Name: _____ SSN: _____ - _____ - _____

Address: _____

Email: _____ Occupation: _____

Total Year Business Income

Revenue / Sales / Earnings: \$ _____

Other Income: + \$ _____

Total Year Business Income = \$ _____

If You Have a Home Office:

Total Sq/Ft of Your Home: _____ Sq/Ft. Total Square Ft of Your Office: _____ Sq/Ft.

Total Year Home Office Expenses.

Rent: \$ _____	_____	\$ _____
Electricity: \$ _____	_____	\$ _____
Water: \$ _____	_____	\$ _____
_____ \$ _____	_____	\$ _____





Total Year Business Related Expenses

Advertising: \$ _____	Travel: \$ _____
Bus. Insurance: \$ _____	Education: \$ _____
Phone: \$ _____	Equipment: \$ _____
Internet: \$ _____	Meals: \$ _____
Uniforms: \$ _____	Repairs / Maint.: \$ _____
Bus. Supplies: \$ _____	_____ \$ _____
Office Suppl.: \$ _____	_____ \$ _____
Outsourcing: \$ _____	_____ \$ _____
Legal & Prof.: \$ _____	_____ \$ _____
Software: \$ _____	_____ \$ _____
Storage / Rent: \$ _____	_____ \$ _____
Tax & Licenses: \$ _____	_____ \$ _____

If Claiming Vehicle Expenses and/or Mileage:

Vehicle Make: _____ Model: _____ Year: _____

Date Placed in Service: _____

Total Business Miles Driven During the Tax Year: _____ Miles.

Do you have a written record / log / evidence of Business Miles? [] Yes [] No

Total Year Vehicle Expenses for:

Gas: \$ _____	Tolls: \$ _____
Insurance: \$ _____	Registration: \$ _____
Repairs: \$ _____	_____ \$ _____
Oil Change: \$ _____	_____ \$ _____
Tires: \$ _____	_____ \$ _____

Signature

Your signature below attests you have provided us true, correct, and accurate information. This information is to be used for your tax preparation.

Name: _____ Signature: _____ Date: _____