

BUSINESS INCOME and Expenses
Sole Proprietor or Disregarded Entity (Single Member LLC)

- Business Name, Address
- Accounting Method
- Date Business Started
- Type of Business
- EIN (if applicable)
- Required to file 1099's? (if so, did you?)
- Owner Is Not At Risk for Some or All Losses
- Gross Income
- Cost of Goods Sold (see COGS breakdown below)
- Itemized Expenses (see itemized categories below)
- Complete Depreciation Schedule (if you are a new client)
- Health Insurance Established Under the Business
- Previous 3 Years Tax Returns (if a new client)

Cost of Goods Sold

- Beginning Inventory Valuation
- Purchases not including purchases made for personal use
- Cost of Labor Directly Involved in Producing the Inventory
- Materials and Supplies Involved in Directly Producing the Inventory
- Other Cost Related to Directly Producing the Inventory
- Ending Inventory Valuation

Itemized Expenses

- Advertising
- Car and Truck Expenses (standard mileage or actual expenses and depreciation – mileage must be provable by a mileage log)
- Commissions and Fees
- Contract Labor (1099's issued for all paid \$600 or more)
- Depreciation (must have the complete depreciation schedule if you are a new client)
- Employee Benefits
- Insurance (other than vehicle insurance)
- Mortgage Interest (other than your home – see office in the home later)
- Other Business-related Interest
- Legal and Professional Fees

- Office Expense
- Employee Pensions
- Rental of Vehicles, Machinery
- Other Rent
- Repairs/Maintenance
- Supplies (other than those related to the cost of goods sold)
- Taxes and Licenses (including employer share of FICA and other employer paid taxes)
- Travel (fares, hotels. etc)
- Meals (subject to exclusions)
- Utilities
- Wages
- Other Expenses (list individually)

Office In the Home (if you operate the business from an area in your home used exclusively for that purpose)

- Total Area of the Home
- Area Used as an Office
- Casualty Losses (only if it is a federally declared disaster area)
- Mortgage Interest Form 1098 (only if it can be claimed as deduction on Schedule A)
- Real Estate Taxes
- Insurance
- Rent (If you do not own the home in which you live)
- Repairs and Maintenance
- Utilities
- Other Expenses

Note: If any of the above expenses are directly related to your home office, separate these out and list

- Value of Your Home (when you first started using your home office) or Total Investment (whichever is less)
- Value of the Land on Which Your Home Sits (when you first started using your home office) or Total Investment (whichever is less)
- Date You First Started Using Your Home Office