

SELF EMPLOYED INCOME/EXPENSE

NAME OF PROPRIETOR	BUSINESS ACTIVITY
BUSINESS NAME	PRODUCT OR SERVICE
BUSINESS ADDRESS	FEDERAL I.D. NUMBER

1. Business is conducted on the ☐ Cash Basis ☐ Accrual ☐ Other _____
2. Inventory (if applicable) is based on ☐ Cost ☐ Other _____
3. Do you use any part of your home for business? ☐ Yes ☐ No
4. Did you hire any new employees that may qualify for job credits? ☐ Yes ☐ No
5. How many months in business during year? # _____ How many employees? # _____
6. Did you buy or sell any assets? ☐ Yes ☐ No (See back for details)

INCOME		COST OF GOODS SOLD (If Applicable)	
Gross Receipts/Sales		Beginning of the Year Inventory	
Returns & Allowances	()	End of the Year Inventory	
*Income Reported on 1099's		Purchases	
*Commissions		Above Withdrawn for Personal Use	
Other:		Cost of Labor	
		Materials/Supplies	
* Do Not Duplicate if included in Gross Receipts			

EXPENSES			
Advertising		Wages (Owner/Family)	
Bad Debts (If reported as income)		(Other Employees)	
Bank Charges		Payroll Taxes	
Car/Truck Expense (Detail)		Social Security and Medicare	
Commissions & Fees Paid		Unemployment (Fed & State)	
Dues & Publications		Other Taxes	
Employee Benefit Programs		Real Estate	
Freight (Not Included Above)		Personal Property	
Insurance (Business)		Other:	
Interest (Business)		Automobile Exp. (Adequate records required)	
Laundry & Cleaning		Total Miles Driven	No.
Legal & Professional		Business Miles	Jan. - June No.
Office Supplies & Postage			July - Dec. No.
Pensions/Profit Sharing		Personal Miles	No.
Utilities		Parking Expense	
Rent (Business)		Travel (Out of Town)	
Repairs & Maintenance		Transportation (Air Fare)	
Supplies (Other)		Lodging	
Telephone (Business)		Cabs, Bus, Rentals	
Health Ins. (Personal 100%)		Other:	
Other:		Meals & Entertainment (at 100%)	
		Meals & Tips	
		Entertainment	
		Other:	
Mortgage Interest (Paid to Financial Institution)			
Depreciation - If Predetermined (Attach Schedule)			
Other (Explain):			

List on back, purchases of equipment, furniture, vehicles or leasehold improvements.