

Net Profit From Business Worksheet

(Please include a copy of your last year's return)

PRINCIPAL BUSINESS OR PROFESSION _____ BUSINESS NAME _____

BUSINESS ADDRESS, CITY, STATE, ZIP (if any) _____

EMPLOYER ID NUMBER (if any) _____

Are you the owner of the business? ☐ Yes ☐ No *If yes, use schedule C*
Is the business a D.B.A? ☐ Yes ☐ No *If yes, use schedule C*
Is the business a partnership? ☐ Yes ☐ No *If yes, use form 1065 K-1*
Is the business an LLC? ☐ Yes ☐ No *If yes, the default filing for a single member LLC is filing Schedule C with the individual return. The default for a multi-member LLC is filing form 1065 as a partnership unless the entity has applied to be taxed as a different type of entity*
Is the business a corporation? ☐ Yes ☐ No *If yes, a corporation will file either Form 1120 or 1120S, depending on the type of corporation*

Did you use a log book to determine your gross receipt? ☐ Yes ☐ No
If you did NOT use a log book, can you reasonably reconstruct your Gross Receipts? ☐ Yes ☐ No
Did you use a log book to determine your expenses? ☐ Yes ☐ No
If you did not use a log book, can you reasonably reconstruct your expenses? ☐ Yes ☐ No
How were you paid (check all that apply)? ☐ Cash ☐ Check ☐ Other
Did you receive a Form 1099-MISC, box 7 income? ☐ Yes ☐ No
Did you receive any other income not reported on Form 1099-MISC? ☐ Yes ☐ No

INFORMATION ABOUT YOUR VEHICLE

Complete this section only if you are claiming vehicle expenses

(Note: Driving to and from work is considered commuting and generally is not deductible)

What are you using the vehicle for in your business? _____
When did you place your vehicle in service for business purposes? (month/day/year) _____
What was the cost to purchase the vehicle? _____

Which method are you using this year? ☐ Standard Mileage Rate ☐ Actual Expenses
Which method did you use in the first year you used your vehicle for business? ☐ Standard Mileage Rate ☐ Actual Expenses
Of the total number of miles you drove the vehicle during 2023, how many miles was the vehicle used for:
a.) Business _____ b.) Commuting _____ c.) Other _____

Do you have written evidence to support your deduction? ☐ Yes ☐ No

SUMMARY OF GROSS RECEIPTS

(If you did not use a log book to determine your gross receipts, enter the gross amount you received each month)

January	February	March	April	May	June
July	August	September	October	November	December
TOTAL GROSS INCOME:					

SUMMARY OF EXPENSES

Advertising (newspaper, signs, business cards, etc.)	\$ _____	Rent or Lease: a.) Vehicles, Machinery, Equipment	\$ _____
Vehicle Expense	\$ _____	b.) Other business properties	\$ _____
Contract Labor	\$ _____	Repairs and Maintenance	\$ _____
Prior Depreciation (provide copy of last year's depreciation worksheet)	\$ _____	Supplies used in the business	\$ _____
Purchased Items to Use in the Business with a Useful Life of Over a Year (List)	\$ _____	Taxes and Licenses	\$ _____
	\$ _____	Deductible Meals While Away	\$ _____
	\$ _____	Overnight	\$ _____
	\$ _____	Rental or Lease Payments	\$ _____
Employee Benefits Program	\$ _____	Necessary Entertainment Expenses	\$ _____
Interest on Business Loans:		Utilities (telephone only if a second line in home)	\$ _____
a.) Mortgage (paid to bank)	\$ _____	Other Expenses (identify)	\$ _____
b.) Other	\$ _____		\$ _____
Legal and Professional Services	\$ _____		\$ _____
Travel Expense	\$ _____		\$ _____
Office Expenses	\$ _____		\$ _____

If you do NOT have any business expenses, please provide an explanation _____

I acknowledge that I have receipts and records regarding my personal business in my possession. I have provided the above summary to _____ for the preparation of my 2023 individual tax return but did/did not provide them with all of the receipts and records.

Signature _____

Date _____

Self Employed Client Form
(If you are self employed please list a minimum of 5 clients that you service)

Your First Name:	Your Last Name:	Your SSN:
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Name	Phone Number	Service Provided	How long have you provided service for this client	Method of Payment

Under the penalties of perjury, I certify that the information presented in this certification and any evidence submitted with it, is true, accurate, and complete. The undersigned further understands that providing false information for purposes of defrauding the U.S. Department of Treasury may result in demand for repayment and the imposition of penalties and other actions as allowed by law.

_____ Taxpayer	_____ Date	_____ Spouse Signature	_____ Date
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Self-Employment Due Diligence Worksheet

Casual/Conversational When, Where and How Questions	Document Client's Answer
<ul style="list-style-type: none"> When or how often do you work? 	
<ul style="list-style-type: none"> Where did you perform the work? 	
<ul style="list-style-type: none"> How many customers/clients do you have? 	
<ul style="list-style-type: none"> How do your customers/clients find out about you? 	
<ul style="list-style-type: none"> Did you maintain any records of income, expenses or mileage? 	

Suggestions You Can Make to Client Regarding Documentation and Record Retention	Possible Suggestion to Client
<ul style="list-style-type: none"> When or how often do you work? 	<i>Keep a calendar or appointment book with income and expenses for each day.</i>
<ul style="list-style-type: none"> Where did you perform the work? 	<i>If you work in different places, write in your calendar or appointment book where you work and the mileage for the day.</i>
<ul style="list-style-type: none"> How many customers/clients do you have? 	<i>Keep a calendar or appointment book with name and location of clients and customers.</i>
<ul style="list-style-type: none"> Did you maintain any records of income, expenses or mileage? 	<i>Keep records of income received, receipts for purchases and expenses paid. Document mileage in your calendar or appointment book.</i>

Under the penalties of perjury, I certify that the information presented in this certification and any evidence submitted with it, is true, accurate, and complete and the tax preparer interviewed me to the best of her ability and I answered any and all of the Self employed money received worksheet questions form true, accurate and complete. The undersigned further understands that providing false information for purposes of defrauding the U.S. Department of Treasury may result in demand for repayment and the imposition of penalties and other actions as allowed by law.

Taxpayer

Date

Spouse Signature

Date