

# Business Income and Cost of Goods Sold

**Name of Business:** \_\_\_\_\_

**Principal Business or Profession:** \_\_\_\_\_

TSJ \_\_\_\_\_  
 Employer ID number \_\_\_\_\_  
 Street address \_\_\_\_\_  
 City, state, ZIP or postal code, and country \_\_\_\_\_  
 Method of inventory \_\_\_\_\_  
 Method of accounting \_\_\_\_\_

**Business Questions:**

Did you dispose of this business? .....	<b>Yes</b>	<b>No</b>
If Yes, what was the disposition date? .....		
(Mo/Da/Yr) _____		
Was there a change in determining quantities, costs or valuations between opening and closing inventory? .....	<input type="checkbox"/>	<input type="checkbox"/>
Were you involved in the operations of this business on a regular, continuous and substantial basis? .....	<input type="checkbox"/>	<input type="checkbox"/>
Have you prepared or will you prepare all required Forms 1099? .....	<input type="checkbox"/>	<input type="checkbox"/>

<b>Amount</b>

Health insurance premiums paid for yourself and your dependents .....

**Income:**

Include all Forms 1099-K

Payment card and third party transactions:

Description	Amount

Miscellaneous income:

Include all Forms 1099-MISC and 1099-NEC


Other Income:


Other gross receipts or sales .....

Less returns and allowances .....


**Cost of Goods Sold:**

**Amount**

Beginning inventory .....

Purchases less cost of items withdrawn for personal use .....

Cost of labor (do not include amounts paid to yourself) .....

Materials and supplies .....

Other costs of goods sold:


Description	Amount

Ending inventory .....

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# Business Expenses - Vehicle and Other Listed Property

Name of Business: \_\_\_\_\_

Principal Business or Profession: \_\_\_\_\_

**Listed Property Questions:**

Do you have evidence to support your deduction? .....	<b>Yes</b>	<b>No</b>
If Yes, is the evidence written? .....	<input type="checkbox"/>	<input type="checkbox"/>
Do you have evidence to support the business use percentage claimed on listed property? .....	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, is the evidence written? .....	<input type="checkbox"/>	<input type="checkbox"/>

**If you are an employer who provides vehicles for use by employees:**

Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees?	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? ..	<input type="checkbox"/>	<input type="checkbox"/>
Do you treat all use of vehicles by employees as personal use? .....	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles and retain the information received? .....	<input type="checkbox"/>	<input type="checkbox"/>
Do you meet the requirements for qualified demonstration use by maintaining a written policy statement that prohibits vehicle use by individuals other than full-time vehicle salespersons, use for personal vacation trips, storage of personal possessions in the vehicle and limits the total mileage outside the salesperson's normal working hours? .....	<input type="checkbox"/>	<input type="checkbox"/>

**Vehicle:**

Description of vehicle .....

Date placed in service ..... (Mo/Da/Yr)

Do you (or your spouse) have another vehicle available for your personal use?  Yes  No

Was your vehicle available for use during off-duty hours? .....

Vehicle 1
<b>Miles</b>
<b>Amount</b>

Vehicle 2
<b>Miles</b>
<b>Amount</b>

**Mileage:**

Total miles .....

Total business miles .....

Total commuting miles for the year ..

**Actual Expenses:**

Gasoline, oil, repairs, insurance, etc ..

Interest .....

Taxes .....

Fair market value of leased vehicle ..

Vehicle rentals/leases .....

# Business Expenses

**Name of Business:** \_\_\_\_\_  
**Principal Business or Profession:** \_\_\_\_\_

**Business Expenses:** Enter all expenses at 100 percent

If not 100%, please enter the percentage to apply to this business \_\_\_\_\_ %

	Amount
Parking fees and tolls .....	
Local transportation .....	
Travel expenses .....	
Meals .....	
Entertainment (deductible only on some state returns) .....	

Other Business Expenses:

Description	Amount

**Reimbursements:** List only reimbursements NOT reported in Box 1 of your Form W-2

	Amount
Amount received for other expenses .....	
Amount received for meals .....	
Amount received for entertainment .....	

If you are a statutory employee, does your employer's reimbursement plan for meals and entertainment allow for offset of other reimbursements?  Yes  No

**Vehicle:**

If not 100%, please enter the percentage to apply to this business \_\_\_\_\_ %  
 Description of vehicle .....

Date vehicle was placed in service ..... (Mo/Da/Yr) \_\_\_\_\_

Do you (or your spouse) have another vehicle available for personal purposes?  Yes  No  
 Was your vehicle available for personal use during off-duty hours?  Yes  No

	Amount
Total miles .....	
Total business miles .....	
Average daily commuting miles .....	
Total commuting miles for the year .....	
Gasoline and oil .....	
Repairs .....	
Insurance .....	
Interest .....	
Taxes .....	
Value of employer provided vehicle .....	
Temporary vehicle rentals .....	
Fair market value of leased vehicle .....	
Vehicle leases .....	

Other Vehicle Expenses:

Description	Amount

# Business Use of Home

**Name of Business:** .....

**Principal Business or Profession:** ....

**Partial Use of Your Home for Business:**

Square footage of home used exclusively for business .....	
Total square footage of home .....	
Total hours home was used for day care during the year .....	

Was your home used for day care purposes for the entire year? .....	<b>Yes</b>	<b>No</b>
Were improvements made to the home and/or home office since the time you began using the home for business? .....		

**Expenses:** **Enter all expenses at 100 percent**

Direct expenses benefit the business part of your home.  
 Example: Cost of painting or repairs made to the specific area or room used for business.

Indirect expenses are required for keeping up and running your entire home.  
 Example: Real estate taxes.

	Direct Expenses		Indirect Expenses	
	Amount	Notes	Amount	Notes
Casualty losses .....				
Deductible mortgage interest paid to:				
Financial institutions .....				
Individuals .....				
Real estate taxes .....				
Insurance .....				
Qualified mortgage insurance premiums .....				
Repairs and maintenance .....				
Utilities .....				
Rent .....				

**Other Expenses:**

Description	Direct Expenses		Indirect Expenses	
	Amount	Notes	Amount	Notes

**Seller-Financed Mortgage Interest Information:**

Name of Individual to Whom Mortgage Interest Was Paid	Identification Number of Individual	Address of Individual to Whom Mortgage Interest Was Paid