

SELF-EMPLOYMENT WORKSHEET

Did your business:

- | | |
|--|--|
| <input type="checkbox"/> Have expenses over \$35,000? | <input type="checkbox"/> Carry an inventory? |
| <input type="checkbox"/> Have a loss in a previous tax year or current year? | <input type="checkbox"/> Have paid employees? |
| <input type="checkbox"/> Use your home for office space? | <input type="checkbox"/> Have depreciation expenses? |

Our volunteers are not certified to complete returns with the above scenarios. **If you answered yes to any of these questions, you are better off going to a paid preparer.**

If none of the above applies, please complete the following:

Business Name (if any): _____ Year business began: _____

Address (if any): _____

Federal ID # (if any): _____

Gross Business Income: \$ _____

(this includes all 1099s, cash, and 1099-K credit card payments)

Expenses:

Advertising: <i>(inc. business cards, flyers, ads)</i>	\$ _____	Repairs & maintenance:	\$ _____
Insurance (other than health):	\$ _____	Supplies:	\$ _____
Legal & professional services:	\$ _____	Taxes & Licenses: <i>(inc. business sales & real estate taxes)</i>	\$ _____
Office expense: <i>(inc. bank & credit card charges)</i>	\$ _____	Travel (not including meals):	\$ _____
Equipment rental/lease:	\$ _____	Meals & entertainment:	\$ _____
	\$ _____	Utilities:	\$ _____
Rent or lease of property:		<i>(inc. business use cell phone)</i>	

Business Use of Vehicle:

Date vehicle put in service: _____ Type of vehicle: _____

Business Mileage: _____ Commuting Mileage: _____ TOTAL MILEAGE: _____

Do you have evidence to support your mileage? If yes, is the evidence written?

- | | |
|------------------------------|------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |
| <input type="checkbox"/> No | <input type="checkbox"/> No |

Evidence includes mileage logs, appointment records, calendars, etc. The IRS could also ask for odometer readings from oil changes, repair invoices, and purchase/sale documents.

I certify that I have listed all income and all expenses, and I have documentation to back up the figures entered on this worksheet.

Printed Name: _____

Signature: _____

Date: _____