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BUSINESS INCOME/EXPENSES

Name of Proprietor _____ Business Activity _____

Business Name _____ Date Business Began _____

Business Structure Sole Proprietorship Single Member LLC Partnership or Multi-Member LLC
 S Corporation C Corporation

Business is conducted on Cash Basis Accrual Hybrid (explain)

YES NO

- Do you use any part of your home exclusively and regularly for business? If yes, square footage of home and square footage of home office is needed. Daycare providers have additional requirements.
- Did you receive any **1099-K** forms from merchant credit cards or third party vendors? If yes, bring documents.
- Do you have a company pension plan such as a SEP, SIMPLE, or 401k?
- Did you buy or sell any assets? If yes, complete capital asset worksheet. **For repairs and supplies that do not fall under dollar limits below, enter individually on capital asset worksheet for further analysis.**
- Did you pay anyone \$600 or more in the course of your business that would require you to issue Form 1099-Misc or interest to any individual requiring you to issue them a 1099? If yes, did you issue them by January 31 of following year? IRS regulations REQUIRE an answer to this question and substantial penalties for failure to comply.

INCOME	COST OF GOODS
Gross Receipts/Sales Including Credit Card Sales	Inventory January 1st
Commissions	Purchases Made During Year
Returns & Allowances	Merchandise Returned to Vendor
Other Income	Ending Inventory December 31st

Advertising	Office supplies
Bank Charges	Postage
Commissions & Fees	Rent:
Contract Labor	Vehicles, machinery & equipment
Dues & Publications	Other business property
Employee Benefits:	Repairs under \$2,500 per repair
Health Insurance	Supplies
Retirement Plan	Taxes:
Freight	Payroll
Insurance:	Personal Property
Liability	Real estate
Work Comp	Travel (airfare, lodging)
Interest:	Travel (meals & entertainment)
Paid to Bank	Telephone
Other	Utilities
Laundry & Cleaning	Wages (Gross) Bring copies of W2 issued
Legal & Professional	Other
Miscellaneous	Other

IRS requires mileage logs to document any claim for business use of vehicles. See back of this page.

**Cathy Bowen, Registered Representative. Securities offered through Cambridge Investment Research, Inc., a Broker/Dealer, member FINRA/SIPC.*

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