

**(Complete a separate worksheet for each business)**

**Business Name \_\_\_\_\_ Tax Year \_\_\_\_\_**

<input type="checkbox"/> I paid employees or other individuals	<input type="checkbox"/> I want to deduct a home office
<input type="checkbox"/> I had more than \$35,000 in business expenses	<input type="checkbox"/> I received a Form 1095-A
<input type="checkbox"/> I kept an inventory for my business	<input type="checkbox"/> I need to report a business loss
<input type="checkbox"/> I have assets to depreciate (any > \$2,500)	<input type="checkbox"/> I don't use the cash method of accounting

**If you checked any of the above boxes, please stop here and speak with one of our Counselors**

If you checked none of the above, please continue by completing the worksheet below

<b>Income (Line 1 of Sch C)</b>		<b>Business expenses (continued)</b>	
Forms 1099 (-NEC, -MISC, -K)	\$	Business part of phone	\$
Cash, checks, etc. (incl. tips)	\$	Training for this business	\$
Line 6: Non-related income	\$	Tools, etc. (<\$2,500 each)	\$
<b>Business expenses</b>		Travel away from home	\$
Advertising	\$	Other (specify) *	\$
Commissions and fees	\$		\$
Health insurance premiums	\$	<b>* - Must provide receipts</b>	
Business insurance	\$	<b>Business Use of Home</b>	
Interest on business loans	\$	<i>Business portion must be:</i>	
Office expense/supplies	\$	<i>(1) your principal place of business, and</i>	
Rent (not home office)	\$	<i>(2) used <u>exclusively</u> and regularly for business.</i>	
Repairs *	\$	Business portion of home	sq.ft.
Supplies *	\$	Total home area	sq.ft.
Licenses or fees	\$		
<b>Business use of car or truck</b>		<b>Vehicle expense - Mileage Log Required</b>	
Total mileage for year	mi.	Business portion of car loan interest (____%)	\$
Business miles Jan thru Jun	mi.	Business portion of car license tax (____%)	\$
Business miles Jul thru Dec	mi.	Parking, tolls	\$
Commuting miles	mi.	Other (specify)	\$
Other miles	mi.		\$
Vehicle description:			
Date placed in service:			

**Drivers** - be sure you have with you:

1. All Forms 1099 AND the detail provided by the company (Door Dash, Lyft, Postmates, Uber, etc.) - you need to download and print the detail from each company website.

2. Your Total mileage and your Commuting & Personal mileage. Your Mileage Log of Business trips. (Business trips DO NOT include from home to first stop nor from last stop to home). Subtotal Business Miles for first and second half of the year.