

# SELF-EMPLOYED BUSINESS

General Information	Business #1	Prior Year	Business #2	Prior Year
Whose business?				
Type of business				
Business Name				
Business Address				
City, State, Zip				
Cash Basis or Accrual Basis				
Other Accounting Method (if you're not sure, let's talk)				
First Year?				
Office in your home				

## INCOME STATEMENT

<b>Income (attach 1099-Misc forms)</b>				
Gross receipts or sales				
Less: Returns and allowances				
Other Income:				
Other Income:				
Other Income:				

<b>Cost of Goods Sold (Use this section only if you have inventory)</b>				
Inventory at Beginning of the Year				
Inventory at the End of the Year				
Purchases during the year				
Cost of Items for Personal Use				
Materials and Supplies				
Other Inventory Costs:				

<b>Operating Expenses</b>				
Advertising				
Auto & Truck expenses (enter info in Automobile Expenses – page 12)				
Bank charges				
Cell phone				
Commissions and fees				
Computer expenses				
Continuing education				

## SELF-EMPLOYED BUSINESS (cont'd)

Operating Expenses (cont'd)	Business #1	Prior Year	Business #2	Prior Year
Contract labor <b>(provide copies of 1099s you issued)</b>				
Dues and memberships				
Employee benefits				
Equipment, Furniture & Software <b>(enter in Asset Acquisitions – page 11)</b>				
Freight and delivery				
Insurance				
Interest expense				
Internet				
Legal and professional fees				
Meals and entertainment (50% deductible)				
Meals and entertainment (100% deduct.)				
Meetings and conventions				
Merchant account fees				
Office supplies				
Postage				
Printing and reproduction				
Rent – Equipment				
Rent – Office space <b>(enter office in home on page 13)</b>				
Repairs and maintenance				
Research / reference materials				
Retirement plan contributions				
Small tools				
Subscriptions				
Supplies				
Taxes and licenses <b>(please provide a breakdown of amount by type of tax)</b>				
Telephone				
Travel				
Utilities				
Uniforms				
Wages <b>(provide copies of W-2s you issued)</b>				
Other:				
Other:				
Other:				
Other:				

# SELF-EMPLOYED BUSINESS (cont'd)

## BALANCE SHEET

<b>Assets</b>	<b>Business #1</b>	<b>Prior Year</b>	<b>Business #2</b>	<b>Prior Year</b>
Cash in banks				
Petty cash				
Investments				
Accounts receivable				
Inventory				
Loans receivable				

Vehicles				
Buildings				
Equipment & Machinery				
Furniture & Fixtures				
Computers				
Other:				
Other:				

Security deposits				
Goodwill				
Trademarks & Patents				
Other:				

### Liabilities

Accounts payable				
Payroll taxes due				
Bank line of credit				
Loans payable				
Other:				
Other:				

### Equity

Owner's equity				
Retained earnings				
Other:				