



SELF-EMPLOYMENT INCOME

Owner's name	
Federal ID number	
Business name	
Principal business or profession	
Business address	

INCOME			
Gross Receipts or Sales			
Returns or allowances			
COST OF GOODS SOLD			
Beginning inventory (valued at cost)			
Purchases			
Ending inventory (valued at cost)			
EXPENSES			
Advertising			
Commissions paid			
Contract labor or temporary help			
Insurance			
Interest			
Legal and professional fees			
Office expenses and postage			
Retirement plan contributions (employer contributions)			
Rent - machinery			
Rent - buildings and other			
Repairs and maintenance			
Supplies			
Taxes and licenses			
Travel*			
Meals and entertainment*			
Utilities (for separate office only)			
Wages paid to employees			
Other expenses:			
Bank service charges			
Website fees			
Gifts (no more than \$25 per person)			
Dues and subscriptions			
Continuing education and professional development			
<i>Assets purchased over \$500 (computers, machinery, laptops, etc)</i>			
Date of purchase	Description	% of business use	Amount

Do you have a qualifying home office? Yes No If yes, complete the worksheet for home office.

*Do you have proper documentation to substantiate your travel, meals, and entertainment expenses per the IRS regulations?
 Yes No

I declare that I have examined and/or completed this worksheet and any accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

Prepared and submitted by: _____ Date: _____

Printed name: _____