

200 NW Englewood  
Gladstone MO 64118  
816.454.5057

# Self Employment Organizer



• Business • Data • Solutions

Tax Year \_\_\_\_\_



## PERSONAL INFORMATION

First Name:		Business Address:	
Last Name:		City, State, Zip:	
Business Name:		Business Activity:	
Email Address:		Federal ID#:	

Attach copies of 1099's relating to the business

## INCOME

## COST OF GOODS SOLD

Do you accept credit cards? \_\_\_\_\_ Yes \_\_\_\_\_ No **If yes-attach copies of all 1099-K**

Gross Receipts/Sales	\$	Beginning of the Yr. Inventory	\$
Returns & Allowances	( )	End of the Yr. Inventory	
Commissions		Purchases for Resale	
Other:		Inventory Withdrawn for Personal use	
		Cost of Labor **	
		Materials/Supplies	

## BUSINESS EXPENSES

INCLUDE: Only expenses directly related to your business

Advertising	\$	Repairs & Maintenance **	\$
Bad Debts		Supplies	
Bank Charges/Credit Card Fees		Telephone (including Cell)	
Commissions & Fees Paid **		Employee Wages	
Dues & Publications		Payroll Taxes	
Employee Benefits		Business License	
Freight		Business Real Estate Tax	
Business Liability Insurance		Business Personal Property Tax	
Interest		Travel	
Laundry & Cleaning **		Meals & Tips	
Legal & Professional**		Entertainment	
Office Supplies & Postage		Other:	
Employee's Retirement Plan		Other:	
Utilities		Other:	\$
Rent **	\$	# of Business Miles Driven	# Miles

\*\* Did you pay individuals, contractors, LLC's, or Landlords over \$600 during the Year? If yes, you are required to provide them with a 1099-Misc



## NEW EQUIPMENT / CAPITAL IMPROVEMENTS

<i>List purchases of equipment, furniture, vehicles, or property improvements. (attach receipts)</i>		
Description	Date	Cost



### BUSINESS INFORMATION

Do you use any part of your home exclusively for business?	
Office space-SQ. FT	
Total SQ FT of home	
Expenses:	
Mortgage Interest	
Real Estate Taxes	
Utilities	
Repairs-Total Home	
Repairs-Office Space	
Homeowners Insurance	

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