



Name of Business Owner	Principal Business or profession		
Business Name (Leave blank if no formal business name)			
Address of Business	City	State	ZIP
<input type="checkbox"/> Check here if you started or acquired this business during the tax year	<input type="checkbox"/> Check here if you prepared and filed, or will file, Form(s) 1099-NEC or 1099-MISC with the IRS		



Do not send us business records that you used to report the total amounts on this form. If you send us receipts and invoices, we must assume that the amount(s) were not included on this form, and then reconcile the amounts to check for duplicate data. Also, the time that we incur to add up receipts and invoices and reconcile them is a *bookkeeping service*, which is not included in the tax preparation fee.

Income (All Clients)

Use this section to report your TOTAL GROSS income. Except as otherwise provided in the Internal Revenue Code, gross income includes income from whatever source derived. Enter gross receipts from your trade or business. If you were provided with Form(s) 1099-NEC and/or 1099-MISC, include those amounts in the Total Gross Business Income box.

Total Gross Business Income -include all amount(s) on Form(s) 1099-NEC and 1099-MISC issued to you	\$
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Income from Sale of Assets

Use this section to report any income you made from the sale of business equipment or other assets. If you did not sell any business equipment or assets, leave this section blank.

Date Sold	Description of Asset	\$
Date Sold	Description of Asset	\$
Date Sold	Description of Asset	\$

Cost of Goods Sold (certain businesses only)

This section is only for retail businesses and businesses that produce income by manufacturing, selling or purchasing goods.

<p>Use of this section is limited to certain businesses only</p> <p>This section is for certain businesses only. If you have not been instructed by our office to use this section, leave it blank. We will advise you if this information is required for your particular business.</p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><i>Beginning Inventory</i></td> <td style="width:10%; padding: 5px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 5px;"><i>Merchandise Purchased for resale</i></td> <td style="padding: 5px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 5px;"><i>Direct cost for workers manufacturing products</i></td> <td style="padding: 5px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 5px;"><i>Cost of materials to make goods for sale</i></td> <td style="padding: 5px; text-align: right;">\$</td> </tr> <tr> <td style="padding: 5px;"><i>Ending Inventory</i></td> <td style="padding: 5px; text-align: right;">\$</td> </tr> </table>	<i>Beginning Inventory</i>	\$	<i>Merchandise Purchased for resale</i>	\$	<i>Direct cost for workers manufacturing products</i>	\$	<i>Cost of materials to make goods for sale</i>	\$	<i>Ending Inventory</i>	\$
<i>Beginning Inventory</i>	\$										
<i>Merchandise Purchased for resale</i>	\$										
<i>Direct cost for workers manufacturing products</i>	\$										
<i>Cost of materials to make goods for sale</i>	\$										
<i>Ending Inventory</i>	\$										

Health Insurance and Business Miles Driven

This section is for proprietors who self-pay for their own health insurance and/or use a vehicle for business purposes. You can only claim a health care deduction for month(s) when neither you nor your spouse (if married) were eligible to participate in an employer-subsidized health plan.

1	Health Insurance (If employed by others, do not include premiums paid to your employer or spouse's)	\$
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2	Business Miles driven.....	
3	Total Overall Miles Driven on your car during 2020 (total business and personal miles combined).....	

For most clients, the standard mileage deduction is the most advantageous. If you fully track and report all actual vehicle expenses, please provide us your information separately.



Name of Business Owner:

Standard Expenses

This section contains standard expense categories that are recognized by the IRS. Most typical business expenses will align to these categories. We recommend that you first utilize the IRS's categories. For help, reference the number in the left column with the corresponding number on the Definitions page. If you have expenses that do not align to a standard category, list those in the "Other Expenses" section.

Table with 27 rows of standard expense categories (Advertising, Parking & Tolls, Commissions & Fees, Contractor Labor, Business Liability & Property Insurance, Interest, Legal and professional services, Tax Prep Fee, Office Expenses, Website / Hosting / Data Storage, Software & Business Apps, Rent or Lease Vehicles, Machinery and Equipment, Rent or Lease Office Space and Storage, Repairs & Maintenance, Office Supplies, Computers & Furniture, Taxes, Permits, Licenses, and Dues, Travel Expenses, Meals, Entertainment, Utilities, Cell Phone / Telephone, ISP / Internet, Wages, Charity Contributions, Items that cost more than \$2,500 each) and a section for additional items with Date Acquired and Description of Item columns.

Other Expenses

Use this section to report expenses that do not align to any of the standard IRS categories, above. Provide a full description for each item.

Table with 3 rows for reporting other expenses, each row with a description field and a dollar sign (\$) column.



Expense Definitions – Each number corresponds to a row on the prior sheets

This section is provided to help you align your expenses into each of the recognized IRS categories. Each of the definitions listed below includes a corresponding reference number that is listed on pages 1 and 2 of the Self-Employed Tax Worksheet.

- 1) **Health Insurance** – Use this section to report the full plan cost health insurance you paid directly out of pocket.
- 2) **Business Miles** – If you used your vehicle for your business, report the number miles driven during the year for business purposes. Do not include mileage to and from home--unless your full-time office is in your home (Home Office).
- 3) **Total Miles Driven** – If you used your vehicle for your business, report the total number of personal and business miles driven. For example, if you drove 2,000 miles for business and 3,000 personal (non-business) miles, you would report 5,000 miles in line 3.
- 4) **Advertising, Marketing & Promotion** - Advertising and promotional costs like print or media ads, business cards, mailers, brochures, wavers out front, signs, pens and give-away items with the company name, samples or freebies to promote business. Include here also any sponsorships like buying an advertisement in a high school sports program to promote your business. Do not include entertainment related expenses (meals, events, etc.) you used to promote your business in this category, or office holiday parties, gifts (e.g. books).
- 5) **Parking & Tolls** – parking fees and tolls when traveling for business.
- 6) **Commissions & Fees** – Commissions, inspection fees, membership dues you pay for trade associations, and fees for subscriptions to trade publications. You may also include bank fees, credit card processing fees, and other transaction fees you paid. In general, any fee which must paid in the course of operating your business.
- 7) **Contract Labor** - This includes any payments to people not considered employees who performed a service for your business. Any payments made to independent contractors; e.g., a contracted web developer, IT technician, courier, etc. Don't include any payments here that you include elsewhere (for example, if you hired a repair person you could include that on line 15).
- 8) **Business Liability & Property Insurance** - Insurance intended to protect your business (e.g., fire, theft, flood, property, malpractice, errors and omission, general liability, malpractice, etc.). Do not use this to report auto, health care, life or disability insurance.
- 9) **Interest** - Interest on loans to finance your business, or credit card charges for business expenses
- 10) **Legal & Professional Services** - fees for attorneys, business consultants, payroll services, and bookkeepers.
- 11) **Tax Preparation Fee** - If we did NOT prepare your prior year tax return, fill in the amount you paid to pay for your tax preparation. Note: for your tax return, we will apportion the amount of your fee to all applicable schedules in your overall return; e.g., Schedule A, C and E.
- 12) **Office Expenses – Website / Hosting / Data Storage / Data Security** - website services, Internet hosting fees, domain names, cloud storage fees, etc. here.
- 13) **Office Expenses – Software & Programs** - Expenses of running your office, such as monthly costs for service apps (e.g., Dropbox), computer programs (e.g., Office 365, QuickBooks), merchant account fees, and most other software. You can also include costs for photocopying, printing, faxing, etc.
- 14) **Rent or Lease – Vehicles, Machinery and Equipment** - this is for leasing a vehicle, machinery or some equipment for your business. Examples include rental of a tool or product.



Expense Definitions, continued...

- 15) Rent or Lease – Office Space & Storage** - this is for payments of office rental or rental of other spaces for storage and any real property leases that doesn't align to line 14.
- 16) Repairs & Maintenance** - In general, you'll use this category to report expenses that do not materially increase the value or life of the property. In other words, an item broke and you had it fixed. Also use this category for the cost of products and supplies used to maintain your business and keep equipment operating.
- 17) Supplies - Office Supplies** - Tangible, traditional office items, like pens, staplers, printer paper, folders, USB thumb drives, printer ink cartridges, toner, stamps/postage, etc.
- 18) Equipment, Computers, Furniture and Fixtures** - Only items that individually cost less than \$2,500 are reported here. However, the grand total of all individual items can be more than \$2,500. Examples include a new printer, scanner, computer, bookcase, cabinet,
- 19) Taxes, Permits, Licenses & Dues** - Use this category for business taxes, permits, licenses, and dues. Medicare and social security that you pay on your employees goes in this category as well. Do not use this category for sales tax you collected on merchandise that is turned over to the city, county or state.
- 20) Travel Expenses** - Travel costs related to business trips (e.g., hotel lodging, airfare, train, bus, rental car, taxi, Uber/Lyft, or other local transportation). The travel must be away from your residence and primarily for business. The expenses must be business related.
- 21) Meals** – You can claim meal expenses incurred while travelling for work as well as meals that are business related. The meal must be directly related to business activities, and the meal cannot be lavish or extravagant, and you or an employee must be present at the meal. Note: this category previously included entertainment expenses, which are no longer a deductible expense.
- 22) Utilities** – List your utility expenses here for your business. If you have a home office, do not list your utilities expenses on this line. Instead, use the "Office in Home" worksheet.
- 23) Cell Phone / Telephone** – List only the portion of your cell phone and/or telephone line that is directly used for business use. If your cell phone is used for both personal and business use, determine the percentage used for business vs. personal, and report only the business portion amount. Example: if you used your cell phone 75% of the time for business all year long, and your monthly cell phone bill is \$100, you would report \$900. (Here's the math: 12 months x \$100 = \$1,200. Seventy-five percent (75%) of \$1,200 = \$900.)
- 24) ISP / Internet** – Your cost for Internet access; e.g., Internet WiFi service at your business.
- 25) Wages** – Wages, salary, and bonuses. Employers are not employees, so do not include amounts that you paid to yourself. Please provide us all copies of Form(s) W-2 that you issued to your employees.
- 26) Charity** – The IRS does not allow charity donations on Schedule C. However, you may claim these on Schedule A. Use the "Deductions and Credits" worksheet available in the forms library: www.cwa.tax/forms
- 27) Items that cost more than \$2,500 each** – This category is for large ticket items for your business that cost more than \$2,500 each. Also include items that comprise a single purpose and had a combined total of more than \$2,500. For example, 3 new desks valued at \$900 each = \$2,700. Do not include amounts you enter on line 27 on any other line, above. Doing so will create a duplication and your return will be inaccurate.

Other Expenses - List any other expenses that are not included in one of the defined categories. Some common examples include: Books, magazines, conferences, conventions, continuing education, gifts and prizes to clients, specialty services, and processing costs unique to your business.