



# SELF EMPLOYED INCOME/EXPENSE FORM

Please bring this printed and filled out form with you to your appointment or, you may save the filled out form and email it to [taxprep@oltax.biz](mailto:taxprep@oltax.biz).

Name of Proprietor _____ Business Name _____ Business Address _____ Business Activity _____ Product or Service _____ Federal I.D. Number _____	Please indicate Yes or No by checking the appropriate box: <b>YES NO</b> <input type="checkbox"/> <input type="checkbox"/> Inventory? <input type="checkbox"/> <input type="checkbox"/> Other? _____ <input type="checkbox"/> <input type="checkbox"/> Do you use any part of your home for business? <input type="checkbox"/> <input type="checkbox"/> Did you have employees? How many? ____ <input type="checkbox"/> <input type="checkbox"/> Did you buy or sell any equipment? How many months in business during the year? ____
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## INCOME

Gross Receipts/Sales	_____
Returns & Allowances	_____
*Income Reported on 1099s	_____
*Commissions	_____
Other:	_____
_____	_____

*\*Do Not Duplicate if included in Gross Receipts.*

## EXPENSES

Advertising	_____
Bad Debts (if reported as income)	_____
Bank Charges	_____
Car/Truck Expense (Detail)	_____
Commissions & Fees Paid	_____
Dues & Publications	_____
Employee Benefit Programs	_____
Freight	_____
Insurance (Business)	_____
Interest (Business)	_____
Laundry & Cleaning	_____
Legal & Professional	_____
Office Supplies & Postage	_____
Pensions/Profit Sharing	_____
Utilities	_____
Rent (Business)	_____
Repairs & Maintenance	_____
Supplies (Other)	_____
Telephone (Business)	_____
Health Insurance (Personal 100%)	_____
Other:	_____
_____	_____
_____	_____
_____	_____

Wages (Owner/Family)	_____
(Other Employees)	_____

### Payroll Taxes

Social Security & Medicare	_____
Unemployment (Fed & State)	_____

### Other Taxes

Real Estate	_____
Personal Property	_____
Other:	_____
_____	_____

### Automobile Exp. (Adequate records required)

Total Miles Driven	_____
Business Miles	_____
Parking Expense	_____

### Travel (Out of Town)

Transportation (Air Fare)	_____
Lodging	_____
Cabs, Bus, Rentals	_____
Other:	_____

### Meals & Entertainment (at 100%)

Meals & Tips	_____
Entertainment	_____
Other:	_____

### Mortgage Interest

(Paid to Financial Institution)	_____
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### Depreciation - If Predetermined

(Attach Schedule)	_____
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### Other (Explain):

_____	_____
_____	_____
_____	_____

List on back, purchases of equipment, furniture, vehicles or leasehold improvements.

