

## Small Business Worksheet

Name of Business:		Type of Business:	
Taxpayer Name:		Business Code: EIN:	
Date operations began: / /		Date your business closed (if applicable): / /	
Gross Income (provide all 1099's)	\$	Returns and Refunds	\$
Cost of Inventory at Beginning of Year	\$	Cost of Inventory Purchased	\$
Cost of Inventory Withdrawn for Personal Use	\$	Cost of Inventory at End of Year	\$
Advertising	\$	Taxes & Licenses	\$
Contract Labor	\$	Travel (airfare, lodging, tolls, parking, etc.)	\$
Insurance (other than health)	\$	Meals	\$
Interest-Mortgage (Commercial building)	\$	Utilities (other than home)	\$
Interest-Other	\$	Wages Paid	\$
Legal & Professional Services	\$	Bank Charges	\$
Office Supplies	\$	Dues & Publications	\$
Rent or Lease	\$	Postage	\$
Repairs & Maintenance (other than home)	\$	Telephone & Internet	\$
Supplies	\$	Employee Health Insurance Paid	\$

### Vehicle Expense

Type & Year of Vehicle:	Is this evidence written?	Yes or No
Date First Used for Business: / /	Number of Miles Driven for Business	mi.
Do you have another car for personal use? Yes or No	Number of Miles Driven for Personal	mi.
Do you have evidence to support the deduction? Yes or No	Number of Miles Driven for Commuting	mi.

### Home Office

Square Footage of Home		Cost of Utilities Except Water per Month	\$
Square Footage of Space/Room Used		Amount of Rent Paid per Month	\$
Cost of Home	\$	Insurance – Homeowners/Renters	\$
Number of Months Office was in Home		Other - Specify	\$

### List Equipment Purchased in 2019

	Date Purchased	Placed in Service	Cost
	/ /	/ /	\$
	/ /	/ /	\$
	/ /	/ /	\$
	/ /	/ /	\$
	/ /	/ /	\$
	/ /	/ /	\$
	/ /	/ /	\$
	/ /	/ /	\$
<i>*Please attach a list of all property sold or retired in 2019.</i>	/ /	/ /	\$

### First-Year Startup & Organizational Expenses Paid

Payee	Date Paid	Purpose	Cost
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$

### Small Business Comments and Other Expenses:


Did you make any payments that require you to file Form(s) 1099? Yes No