

Self Employment Income Worksheet

EIN: _____

Business Name: _____

Business Activity/Product: _____

Begin or end business in 2023? Begin End

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

If Yes, did you or will you file all required Forms 1099? Yes No

Income

Gross Receipts (Provide all Forms 1099-MISC and 1099-K) \$ _____

Cost of Goods Sold

Inventory-Beginning of Year _____

Purchases _____

Labor, Materials & Other Costs _____

Inventory-End of Year _____

Expenses

Advertising _____

Vehicle Expense Fill out Vehicle Expense Worksheet

Commissions & Fees _____

Contract Labor _____

Insurance (other than health) _____

Health Insurance _____

Mortgage Interest (paid to banks) _____

Other Interest _____

Legal & Professional Services _____

Office Expense _____

Pension & Profit Sharing Plans _____

Equipment Lease _____

Rent _____

Repairs & Maintenance _____

Supplies _____

Taxes & Licenses _____

Travel _____

Meals _____

Entertainment _____

Utilities _____

Wages _____

Telephone _____

Dues & Subscriptions _____

Bank Service Charges _____

Other: _____

Business Asset Purchases

Property Description	Amount	Date Purchased
Property Description	Amount	Date Purchased
Property Description	Amount	Date Purchased
Property Description	Amount	Date Purchased

Home Office

Do you qualify for business use of home? Yes No (Do Not duplicate expenses listed previously)

Additional Expenses

Business sq. ft. _____	Homeowner's Insurance	\$ _____
Total sq. ft. _____	Repairs & Maintenance	_____
Part of home used for business: _____	Utilities	_____
_____	Rent Paid	_____
	Other:	_____
	Other:	_____

Vehicle Expense Worksheet

Total miles driven this year: Business _____
 Commuting _____
 Other Personal _____

Vehicle Description _____
 Date Vehicle was first used in the business _____
 Purchase Price **or** Lease Payments (for the year) _____
 Parking & Tolls _____
 Gasoline & Oil _____
 Repairs & Maintenance _____
 Tires & Supplies _____
 Insurance & Licenses _____
 Other: _____

Vehicle 1	Vehicle 2	Vehicle 3

Do you have evidence to support business use? Yes No
 If yes, is the evidence in writing? Yes No
 Do you have another vehicle available for personal use? Yes No

Note: Your vehicle expenses will not be allowed by the IRS without adequate records or sufficient written evidence verifying business use.