



v 1.21

Sole Proprietor (2021 Tax Year) (Schedule C-Self Employed & Forms 1099s)

Use a separate organizer for each business

How are you providing copies of business income/expenses?

Quickbooks file password: _____

Sole Proprietor General Information

Name of sole proprietor		
Business name (if different)		EIN (if applicable)
Business address (if different from home address)		
Principal business activity	Date business started	Date business closed
Principal product or service		
Yes	No	Was the primary purpose of the business activity to realize a profit?
Yes	No	Did you materially participate in the operation of this business?
Yes	No	Has the business reported any losses in prior years?
Accounting method: Cash Accrual Other (specify)		
Yes	No	Does the business file under a calendar year? (If no, list the fiscal year.)

Sole Proprietor Specific Questions

Yes	No	Did you pay any family members for services?
Yes	No	Did the business pay \$600 or more to any company or individual? If yes, include a copy of Forms 1099-MISC/NEC for each.
Note: Requirements to issue a 1099 to companies and/or individuals is provided in IRS instructions for 1099s. Amounts paid with a credit/debit card are not required. Typically payments made by cash, check, billpay, or certain payroll transactions will require a 1099 to be issued for services, repairs, legal, labor, rent, insurance (if paid to the insurance agent and not underwriter), etc.		
Yes	No	Did you make, or do you plan to make, any contributions to a self-employed retirement plan?
		Type of plan
		Amount contributed
		\$
Yes	No	Did you pay for your own health/dental insurance? If Yes, provide amount of premiums paid during the year.
		\$
Yes	No	Did you have any employees?
Yes	No	Did you have any bartering transactions in 2021?

Sole Proprietor Business Income (Please list out the income by category and provide copies of all 1099s)

Form 1099-NEC/MISC	A	\$	Bank Interest Income	D	\$	
Form 1099-K	B	\$	Other Business Income (not reported on 1099s)	E	\$	
Totals for all 1099 Income	C= A+B	\$	Totals for income not reported on Form 1099	F=D+E	\$	
Total Income before refunds					C+F	\$
Less Returns and allowances (refunds not already deducted from income amounts)						\$()
Business income after refunds						\$

You may receive Form 1099-NEC if you are classified as a contractor. If you receive Form 1099-NEC, you are generally required to file Schedule C, *Profit or Loss From Business*, claim any expenses associated with the income received, and must pay self-employment (SE) tax on the income.

Sole Proprietor Cost of Goods Sold

(for manufacturers, wholesalers, and businesses that make, buy, or sell goods)

COVID-19 Related

		Yes	No	Did you receive the PPP Loan or an Economic Injury Disaster Loan or Emergency Advance through the SBA? (if yes, provide details)
Inventory at the beginning of the year	\$	Yes	No	Did you delay payment of employer payroll taxes?
Purchases	\$	Yes	No	Were you eligible to receive a tax credit for sick leave due to COVID-19?
Cost of labor	\$	Yes	No	Were you eligible to receive a tax credit for paid family leave due to COVID-19?
Materials and supplies	\$	Yes	No	Did you receive a payroll tax credit for a business suspension or slowdown?
Inventory at the end of the year	\$			

Sole Proprietor Business Expenses (List only 100% business use expenses, not home mortgage or real estate taxes for personal residence)

Advertising	\$	Interest – mortgage 100% business property	\$	Repairs and maintenance	\$
Bad debts	\$	Interest – other business interest only	\$	Supplies (not included in inventory cost)	\$
Bank charges	\$	Internet service; 100% business (not personal)	\$	Taxes – payroll ¹	\$
Business licenses	\$	Legal and professional services	\$	Taxes – property	\$
Commissions and fees	\$	Management fees	\$	Taxes – sales	\$
Contract labor ¹	\$	Meals – business	\$	Taxes – state	\$
Employee benefit programs	\$	Office supplies	\$	Telephone	\$
Employee health care plans	\$	Start-up costs (first year of business)	\$	Utilities	\$
Entertainment ²	\$	Pension and profit sharing plans	\$	Wages ¹	\$
Gifts	\$	Rent or lease – car, machinery, equipment	\$	Other	\$
Insurance (other than health insurance)	\$	Rent or lease – other business property	\$		\$

¹ Provide copies of Form W-3, Form 940, Form 941, Form 1096, Form 1099-NEC, Form 1099-MISC, and any state tax forms filed.

² Entertainment is no longer deductible for taxes.

Travel Expenses

• **Meals.** You can deduct the cost of meals while traveling away from home on business. You can use the actual cost of your meals or the standard meal allowance per diem, which can vary by location.

• **Travel/Lodging.** You can deduct the ordinary and necessary expenses of traveling away from your home for business purposes. Included expenses are transportation, airfare, taxi, lodging, etc.

City visited (for per diem)	# of days in city	City visited (for per diem)	# of days in city

Travel expenses

Airfare	\$	Other travel expenses (describe below)	\$
Bus, train, taxi	\$		\$
Entertainment	\$		\$
Lodging	\$		\$
Parking and tolls	\$		\$
Meals (actual receipts)	\$		\$

Equipment Purchases – Enter the following information for depreciable assets purchased that have a useful life greater than one year

Asset	Date purchased	Cost	Date placed in service	New or used?
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		

Depreciation. Depreciation is the annual deduction that allows you to recover the cost or other basis of your business property over a certain number of years. Depreciation starts when you first use the property in your business. It ends when you either take the property out of service, deduct all your depreciable cost or basis, or no longer use the property in your business. The IRS has outlined a useful life (a set number of years) for most assets.

Other Business Expenses – List out type and expense amount

	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Equipment Sold or Disposed of During Year

Asset	Date out of service	Date sold	Selling price/FMV	Trade-in?
			\$	
			\$	
			\$	
			\$	

Disposition of Property. A disposition of property occurs when you sell property for cash or other property, you exchange property for other property, you transfer property to satisfy a debt, you abandon property, your bank forecloses or repossesses your property, or your property is damaged, destroyed, or stolen and you receive property or money in payment.



**IRS INFORMATION REQUIREMENTS FOR BUSINESS USE VEHICLES
USE THIS WORKSHEET FOR BUSINESS OWNED VEHICLES OR PERSONAL VEHICLES USED FOR BUSINESS**

Please complete for each vehicle used in the business. If you have more than 3, then please use multiple pages of this form.

Vehicle 1: Is the vehicle owned (Titled) in business name or personal name? _____

Year and model of vehicle	_____	Commuting mileage	_____
Purchase Price	_____	Business mileage	_____
Purchase Date	_____	Date first used for business	_____
Beginning Odometer (January 1 st)	_____	Interest paid on vehicle	_____
Ending Odometer (December 31 st)	_____	Parking/tolls	_____
Total Miles put on car during the year (Ending - Beginning)	_____	Gas / Repairs & Maintenance	_____
Own or lease	_____	Insurance	_____
Do you have evidence to support your deduction?	yes no	If yes, is the evidence written?	yes no

If claimed Actual expenses previously, please provide depreciation and expense details for prior years.

Vehicle 2: Is the vehicle owned (Titled) in business name or personal name? _____

Year and model of vehicle	_____	Commuting mileage	_____
Purchase Price	_____	Business mileage	_____
Purchase Date	_____	Date first used for business	_____
Beginning Odometer (January 1 st)	_____	Interest paid on vehicle	_____
Ending Odometer (December 31 st)	_____	Parking/tolls	_____
Total Miles put on car during the year (Ending - Beginning)	_____	Gas / Repairs & Maintenance	_____
Own or lease	_____	Insurance	_____
Do you have evidence to support your deduction?	yes no	If yes, is the evidence written?	yes no

If claimed Actual expenses previously, please provide depreciation and expense details for prior years.

Vehicle 3: Is the vehicle owned (Titled) in business name or personal name? _____

Year and model of vehicle	_____	Commuting mileage	_____
Purchase Price	_____	Business mileage	_____
Purchase Date	_____	Date first used for business	_____
Beginning Odometer (January 1 st)	_____	Interest paid on vehicle	_____
Ending Odometer (December 31 st)	_____	Parking/tolls	_____
Total Miles put on car during the year (Ending - Beginning)	_____	Gas / Repairs & Maintenance	_____
Own or lease	_____	Insurance	_____
Do you have evidence to support your deduction?	yes no	If yes, is the evidence written?	yes no

If claimed Actual expenses previously, please provide depreciation and expense details for prior years.

HOME OFFICE WORKSHEET

Client Name _____ Location of Office _____

NOTE: The Home Office Deduction is no longer allowed for W2 employees as an itemized deduction. This worksheet is for self-employed individuals only.

Please answer the following questions.

- | | | |
|---|-------|------|
| 1. Do you have a separate dedicated office space in your home? | Yes | No |
| 2. Is the Office used " Exclusively " AND " Regularly " for the business? | Yes | No |
| 3. Please complete the following for each office you had during the year. | | |
| a. Date first used this specific office space for business. | _____ | |
| b. Date stopped using this specific office for business (if still using - enter 12/31) | _____ | |
| c. Square footage of entire House/Apartment. | _____ | |
| d. Square footage of office space used for the business. | _____ | |
| e. Do you own the home or rent? | Own | Rent |

Beginning in 2013, you may elect to use the IRS Simplified Home Office deduction

If you choose the Simplified method, the deduction is a Flat \$5 per square foot of office space (maximum of 300 sq ft office or total of \$1500). No home depreciation or recapture is required.

Would you like to use the Simplified Method. **If Yes, stop here. If no, continue.** Yes No

f. Expenses (please enter 100% of expenses for the entire home/apt)

If partial-year, then enter the total expense for the period of specific office use.

For example, if moved in Feb 1st and had business office in new residence, then enter only 11 months of expenses for the new office. Any prior office, if qualified would be entered on separate sheet for the 1 month. This is necessary since the house and office square footage would be different as well as the monthly expenses.

Enter actual amounts paid, not "escrowed" during the year.

Rent	_____
Mortgage Interest (not payments)	_____
Real Estate Taxes	_____
Home or Renters Insurance	_____
Utilities (not phone)	_____
Repairs and Maintenance	_____
HOA Dues	_____
Internet	_____
Other expenses (please explain)	_____
_____	_____
_____	_____
_____	_____

If you own your home, please provide the following:

Original Purchase documents

Value of home when first used for Home Office (as of date from 3a. above) \$ _____