

Jason Anakkala Ltd.

Business Income and Expense - Self-Employed Schedule C

Business Information			
Business Name:	_____		
Business Owner:	Taxpayer / Spouse		
Business Address:	_____		
Main Activity:	_____		
Accounting method?	Cash / Accrual		
Actively participate?	Yes / No		
	<i>If yes, ___ full time or ___ # of hours</i>		
Did you file payroll reports?	Yes / No		
Did you file sales tax reports?	Yes / No		
Did you file 1099s?	Yes / No		
		Other items we will need:	
		<input type="radio"/> Profit and loss statement from your computer	
		<input type="radio"/> Balance sheet from your computer	
		<input type="radio"/> Copies of your payroll returns	
		4 quarterly 941, SUTA, 940, and W3	
		<input type="radio"/> Copies of 1099s - must be issued to any	
		non-corp paid over \$600. They are due 1/31.	
		There is an up to \$500 non-filing penalty per recipient.	

Business Income				
Gross receipts/sales	_____		Returns/refunds	_____
	<i>(include all 1099 income)</i>			
Sales tax collected	_____		Other income	_____
	<i>(if included in above amount)</i>			<i>(directly related to your business)</i>

Cost of Goods Sold				
Purchases of product	_____		Freight in	_____
	<i>(less amount for personal use)</i>			
Cost of labor	_____		Inventory at end of year	_____
	<i>(bring in payroll forms)</i>			<i>(directly related to your business)</i>

Operating Expenses			
Advertising		Wages	
Commissions and fees		Paid to children	
Contract labor		Paid to employees	
Employee Benefits		Paid to other	
Insurance <i>(not health)</i>		Bank fees	
Mortgage interest		Gifts/promos	
Other interest		Computer/software	
Legal or professional		Dues and subscriptions	
Office expenses		Freight/Delivery/UPS	
Pension/profit sharing		Internet	
Rent-equipment		Outside services	
Rent-other property		Postage	
Repairs and maintenance < \$2,500 per repair		Small Tools & Equipment < \$2,500 per item	
Supplies		Seminars/education	
Taxes and licenses		Other:	
Taxes - payroll		_____	
Travel		_____	
Meals and entertainment		_____	
Utilities <i>(business only)</i>		_____	
Electric		_____	
Gas/fuel		_____	
Garbage/water/sewer		_____	
Telephone/fax		_____	
Cell phone		_____	

Equipment Purchases

Please provide invoices for equipment purchases over \$2,500

Date	Description	Cost	Paid to boot	Item traded	New/Used
/					N / U
/					N / U
/					N / U
/					N / U
/					N / U

Sales of Equipment, Machinery, Land, Buildings

Description	Date purchased	Date sold	Sales price	Expense of sale	Original cost
	/ /	/ /			
	/ /	/ /			
	/ /	/ /			
	/ /	/ /			

Car and Truck Expenses

	Vehicle 1	Vehicle 2	
Year and make of vehicle			Auto should be pro-rated based on a percentage of use that is personal and a percentage that is business use. In most cases, it is not reasonable to believe that it is used 90-100% for business. This is an item the IRS is scrutinizing more closely.
Purchase date	/ /	/ /	
Odometer reading beg. of year			
Odometer reading end of year			
Total miles driven			
Business miles driven			
Expenses:			
Gas, oil			
Repairs, service			
Insurance			
License			
Parking, tolls			
Other:			

Office in Home

Note: An office in home must be used regularly and exclusively for business tasks not performed at another office.

Date home acquired		Rent paid (if you rent)	
Cost of home		Mortgage interest	
Cost of land		Property taxes	
Cost of improvements		Utilities/garbage	
Sq. footage of home		Homeowners insurance	
Sq. footage of office		Repairs/maintenance	

1099s To Be Prepared By Jason Anakkala Ltd.

1099s must be issued to any non-corp paid over \$600 during the year. They are due by January 31.

Name	Amount	SSN	Address	Purpose

It is your responsibility to ascertain that item of income and expense are properly recorded and that you have adequate documentary evidence to prove the expenditure and its business purpose.