

# Jason Anakkala LTD

## Business Income and Expense - Single Owner Business

### Business Information

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

### Business Income

Gross receipts/sales	_____	Returns/refunds	_____
Does the above amount include sales tax? Y / N			
<i>(include all 1099 income)</i>		Other income	_____
Sales tax collected	_____	<i>(directly related to your business)</i>	

### Cost of Goods Sold

Purchases of product	_____	Freight in	_____
<i>(less amount for personal use)</i>		Other costs	_____
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 (not auto)	_____	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>(not your home)</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 many 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			
Interest paid			
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.