



### 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.