Business

Legal Business Name
Business Federal ID
Date of Incorporation
State of Incorporation
Entity (S or C Corp)
If S Corp, date elected to be an S Corp
Business Phone Number
Business Street Address
Business City, State, Zip
Describe what services/products your business sells

Shareholde

Shareholder 1 Name
Shareholder 1 SSN
Shareholder 1 Percentage Owned of Business
Shareholder 1 Phone Number
Shareholder 1 Street Address
Shareholder 1 City, State, Zip
Shareholder 2 Name
Shareholder 2 SSN
Shareholder 2 Percentage Owned of Business
Shareholder 2 Phone Number
Shareholder 2 Street Address
Shareholder 2 City, State, Zip
Shareholder 3 Name
Shareholder 3 SSN
Shareholder 3 Percentage Owned of Business
Shareholder 3 Phone Number
Shareholder 3 Street Address
Shareholder 3 City, State, Zip

In

Income reported on 1099 Income NOT reported on 1099

Expense Description

Advertising Bank Fees Business Meals Car Parking Contracted labor Equipment (Computers, Software, etc.) Gifts Independent Contractors Internet Legal and Accounting fees Office Rent (not home office- see below) Office Utilities (not home office- see below)

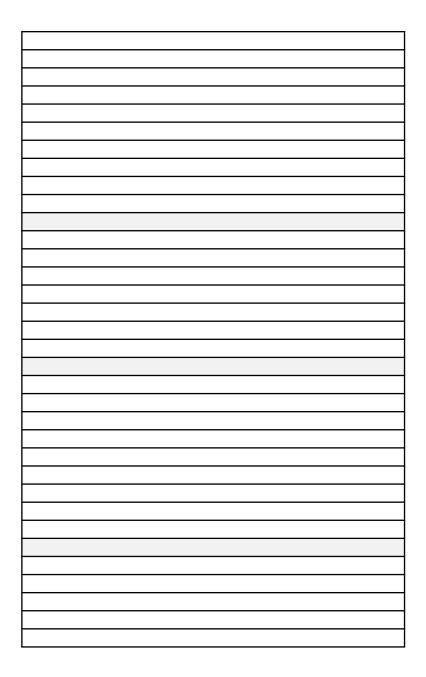
Payroll processing			
Phone			
Postage/Shipping			
Professional insurance			
Professional Licenses & Dues			
Supplies			
Tools & supplies used for work			
Travel- Local (taxi, public transportation, etc.)			
Travel- Out of town (transportation, hotels, meals)			
Work related education			
Home Office Expenses			
Square footage of office area			
Square footage of home			
Rent			
Home interest & property tax			
Insurance			
Repairs and Maintenance			
Utilities (phone, internet, gas, etc.)			
Automobile Mileage OR Expenses			
Total Miles Driven			
Business Miles Driven			
Average Daily Commuting Miles Driven			
Lease or Own?			
Date vehicle was placed in service			
Purchase price of vehicle			
Lease amount			
Parking fees, tolls			
Oil, Gas, Repairs etc.			
Other Expenses			

Information	

Importantion Importantion

come

Business Expenses		



Commer	nts

