

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

Shareholder
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

Income
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



