

For your protection, submit information to your tax professional only through secure means.

## Business Information

Name of Business:

T/S/J:

Principal Business or Profession:

EIN (if applicable):

<u>Business Questions for 2021</u>	Yes	No
Have you prepared or will you prepare all required Forms 1099?		
Did you dispose of this business?		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">If Yes, what was the disposal date:</div> <div style="width: 45%;"></div> </div>		
Were you involved in the operations of this business on a regular, continuous, and substantial basis?		
Do you use a portion of your personal residence exclusively and regularly for business?		
Did you receive any government assistance programs such as PPP, employment credits, EIDL? If so, please provide detail below:		

Please provide details on significant changes to your business during the tax year:

<u>Health Insurance Information</u> <i>Premiums are deductible only if you were not eligible to participate in a subsidized employer plan</i>	2020 Amount	2021 Amount
<b>Medical, dental, and vision insurance premiums</b>		
<b>Long-term care insurance premiums - Taxpayer</b>		
<b>Long-term care insurance premiums - Spouse</b>		

## Business Income and Cost of Goods Sold

Name of Business:

<b><u>Income</u></b> <i>(Include all Forms 1099-MISC and 1099-NEC)</i>	<b>2020 Amount</b>	<b>2021 Amount</b>
<b>Receipts or sales - general</b>		
<b>Less returns and allowances</b>		

<b><u>Cost of Goods Sold</u></b>	<b>2020 Amount</b>	<b>2021 Amount</b>
<b>Beginning inventory</b>		
<b>Purchases less amounts for personal use</b>		
<b>Cost of labor (do not include amounts paid to yourself)</b>		
<b>Materials and supplies</b>		
<b>Other costs of goods sold:</b>		
<b>Ending inventory</b>		

## Business Expenses

Name of Business:

<u>General Expenses</u>	2020 Amount	2021 Amount
Advertising		
Car and truck expenses		
Parking fees and tolls		
Commissions and fees		
Contract labor		
Employee benefit programs and health insurance (other than pension and profit-sharing plans)		
Insurance (other than health)		
Interest – mortgage (paid to banks or other financial institutions)		
Interest - other		
Legal and professional fees		
Office expense		
Pension and profit-sharing plans		
Rent or lease - vehicles, machines, and equipment		
Rent or lease - other business property		
Repairs and maintenance		
Supplies (not included in cost of goods sold)		
Taxes and licenses		
Travel		
Business meals		
Business entertainment (deductible only on certain state returns)		
Utilities		
Wages		

<u>Other Expenses</u>	2020 Amount	2021 Amount



## Business Property & Equipment

Name of Business:

### Acquisitions

X if not new	Acquisitions – Description	Date Acquired	Cost

### Disposals

Note: Asset listing may follow, which can alternatively be used to note disposed items.

Dispositions – Description	Date Acquired	Cost	Date Sold	Selling Price



## **Business Fixed Asset Listing**

Name of Business:

Description	Original Date in Service	Original Cost	Date Sold	Selling Price	Check if Disposed



## **Business Expenses - Vehicle and Other Listed Property**

**Name of Business:**

### **Vehicle Information**

Description of Vehicle:

Date placed in Service:

	Yes	No
Do you have evidence to support your deduction?		
If yes, is the evidence written?		
Do you have evidence to support the business use claimed on the listed property?		
If yes, is the evidence written?		
Do you (or your spouse) have another vehicle available or personal use?		
Was your vehicle available for use during off-duty hours?		

Mileage	2020 Miles	2021 Miles
Total miles (personal + business)		
Total business miles		
Total commuting miles for the year		

Actual Expenses	2020 Amount	2021 Amount
Gasoline, oil, repairs Insurance, etc.		
Interest		
Taxes		
Vehicle rentals/leases		





## Business Use of Home (Schedule C)

Name of Business:

Partial use of your Home for Business	2020 Amount	2021 Amount
Square footage of home used exclusively for business		
Total square footage of home		

Home Office Deduction Method	Yes	No
The simplified method for calculated the home office deduction was used in 2020.		
I would like to use the simplified method in 2021. (\$5/sq foot)		
Were improvements made to the home and/or home office since the time you began using the home for business?		

If the regular method of calculating the home office deduction will be used, please complete the table below. Do not limit expenses by the percentage of business use. Direct expenses are those related to your business not indicated elsewhere. Indirect expenses are expenses incurred for your entire home.

Expenses	Direct Expenses (Business only)		Indirect Expenses (Entire home)	
	2020 Amount	2021 Amount	2020 Amount	2021 Amount
Casualty losses				
Mortgage interest				
Real estate taxes				
Insurance				
Qualified mortgage ins. premiums				
Repairs and maintenance				
Utilities				
Rent				

Other Expenses	Direct Expenses		Indirect Expenses	
	2020 Amount	2021 Amount	2020 Amount	2021 Amount

