## **SELF EMPLOYMENT QUESTIONNAIRE**

BUSINESS INFORMAT	ION	-						
Business Name				Federal EIN#				
Business Address				Business Phone				
				Years in Business				
Business Website				Email				
<b>Business Description</b> (in	nclude product sold or s	ervices rendered) :						
<b>BUSINESS QUESTION</b>	NAIRE							
Yes / No	Is your business registered with your state? i.e. as an LLC or Corporation?							
Yes / No	Is a license required for your occupation? If so, what licenses do you hold?							
•								
Yes / No	Did you pay any individual or business \$600 or more in the year for services?							
Yes / No	> If yes, did you issue the appropriate form 1099?							
Yes / No	Do you have any employees?							
Yes / No	Did you materially participate in the business during the year?							
Yes / No	Do you maintain a separate business bank account?							
**If no, how do you differentiate between personal and business transactions?								
Please list any local, sta	te, or federal tax retur	ns that you filed during the y	ear. (Sales tax,	, employment taxes,	. etc)			
How do you advertise?	(business cards, online, e	tc)						
What kind of records do	o you keep? Check ead	ch that applies below:						
Customer receipt book		☐ Advertising ☐ Business bank account		unt				
Paid expense receipts		Form 1099 received	☐ Car travel log					
☐ Computer records		☐ Accounting records ☐ Client stateme		Client statements				
☐ Ledgers		☐ Log books ☐ Other:		Other:				
Business Income (atta	ch all 1099's received)		Cost of Goo	ods Sold (only if sellir	ng goods or products)			
Gross business sales receipts \$		\$	Beginning in	nventory	\$			
(Include all cash and amounts not included or		099's)	Purchases		\$			
Returns and Allowances		\$	(less cost of personal use items)					
Other Income			Ending inventory		\$			
Description:		\$	Labor		\$			
		\$	Materials/Supplies		\$			
		\$						
Home Office								
Must be used primarily	and EXCLUSIVELY for I	pusiness						
Square feet used exclusi		Rent						
Total square feet of you		Utilities						
Date home was acquired		Home Insurance						
Original cost of home &	· ·		Real Estate Taxes					
Home mortgage interes	•		Repairs					
Other expenses (security	, HOA, etc.)	Maintenance						

Adverting / Marketing   S   Rent: building   S   Bank Charges   S   Rent: building   S   Commissions and fees   S   Rent: machinery & equip   S   Commissions and fees   S   Repairs & Maintenance (not auto)   S   Contract Labor   S   Supplies   S   Credit card merchant fees   S   Taxes - property   S   Dues and Subscriptions   S   Travel Expense   S   Dues and Subscriptions   S   Travel Expense   S   Dues and Subscriptions   S   Utilities   S   Legal and Professional Fees   S   Wages Paid **   S   Description   S   Dues and Subscriptions   S   Description   Date purchased   Vehicle #1   Vehicle #2   Vehicle Expenses   S   S   Dues and Professional Fees   S   Postage & Shipping   S   S   Dues vehicle was placed in service   Vehicle expenses:  Vehicle Expenses   Vehicle #1   Vehicle #2   Vehicle Expenses   S   S   Dues vehicle was placed in service   Vehicle was placed in service   Vehicle Expenses   S   Vehicle #1   Vehicle #2   Vehicle Expenses   Fifths is a new wehicle, please also detail: Date vehicle was placed in service   Vehicle #2   Vehicle Expenses   S   S   Date Purchased   S   S   Date Purchased: Vehicle Cost: S   S   Date Purchased: Vehicle Cost: S   S   Date Purchased: Vehicle Cost: S   S   Date Purchased: Vehicle #2   S   S   Date Purchased: Vehicle #3   S   S   Date Purchased: Vehicle #4   S   S   Date purchased   Cost   S   Date purchased   Cost   S   Date purchased   S   S	<b>Business Deductions</b>									
Commissions and fees \$ Supplies \$	Advertising / Marketing	\$	Rent: building	B	\$					
Cortact tabor Credit card merchant fees \$ Taxes - property \$ S Dues and Subscriptions \$ Taxes - other (please explain) \$ Taxes - oth	Bank Charges	\$	Rent: machin	ery & equip	\$					
Cortact tabor Credit card merchant fees \$ Taxes - property \$ S Dues and Subscriptions \$ Taxes - other (please explain) \$ Taxes - oth	Commissions and fees	\$	Repairs & Maintenance (not auto)		\$					
Credit Card merchant fees \$ Taxes - property \$ Secure of the content of the conte	Contract Labor	\$	Supplies							
Dues and Subscriptions  Education  S Taxes - other (please explain)  S Education  S Travel Expense  S Interest: mortgage (business property only )  Utilities  S Legal and Professional Fees  S Wages Paid **  S Weas Paid **  S Wehicle #1  Vehicle #2   Interest Paid: S S Interest Paid: S S Interest Paid: S S Interest Paid: S	Credit card merchant fees		• •		<u></u>					
Telephone   S	Dues and Subscriptions				-					
Insurance   S	·									
Interest: mortgage (business property only ) \$ Uniforms (not usable autside work) \$ Interest: other (not outo) \$ Utilities \$ \$ Legal and Professional Fees \$ Wages Paid ** \$ S Meals for travel &/or meetings \$ Other expenses: \$ Other expenses: \$ Other expenses: \$ S Postage & Shipping \$ \$ S S S S S S S S S S S S S S S S S	Insurance		•		<u>_</u>					
Interest: other (nor auto) \$ Utilities \$ S	Interest: mortgage (business property only )		•							
Legal and Professional Fees Meals for travel &/or meetings  Meals for travel &/or meetings  Chiffice Supplies & Expense  S Postage & Shipping S Printing S Postage & Shipping S Printing S Wehicle Expenses  Vehicle Expenses  Vehicle expenses  Vehicle was placed in service Vehicle year, make & model TOTAL mileage driven during the year BUSINESS mileage driven during the year (do NOT include commuting)  Actual Expenses  Fuel S Date Purchased: Vehicle Cost: S Parking S Insurance S Insurance S Insurance S Insurance S Interest Paid: S Property Tax Paid: S Business Assets  If you aquired assets used in your business during the year, pleases provide detail below: Description Date purchased  Date of disposal Amount received S Parking S Did you trade-in, sell, or scrap any assets during the year? If yes, please provide detail below: Description Date of disposal S Additional Notes to Preparer:  By signing this form, you are acknowledging that the information that you have provided is true to the best of your knowledge.										
Meals for travel &/or meetings			-	*						
Office Supplies & Expense	_		=		<u>, <del>'</del></u>					
Postage & Shipping S S S S S S S S S S S S S S S S S S S			· · · · · · · · · · · · · · · · · · ·		\$					
Printing \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$					- ·					
** If you paid wages, please provide copies of all payroll tax forms filed during the year  Vehicle Expenses  Vehicle #1  Vehicle #2  Date vehicle was placed in service  Vehicle year, make & model  TOTAL mileage driven during the year  BUSINESS mileage driven during the year (do NOT include commuting)  Actual Expenses  Fuel \$	- ' -				· ·					
Vehicle Expenses  Date vehicle was placed in service Vehicle year, make & model  TOTAL mileage driven during the year BUSINESS mileage driven during the year (do NOT include commuting)  Actual Expenses Fuel \$ Date Purchased: Vehicle Cost: \$ \$ Vehicle Cost: \$ \$ Vehicle Formula Parking \$ Insurance \$ \$ Vehicle Cost: \$ \$ Vehicle S \$ Vehicle S \$ Vehicle Parking \$ Insurance \$ \$ Vehicle Cost: \$ \$ Vehicle Marking \$ \$ Vehicle #1  Date Purchased: Vehicle Passe also detail:  Date Purchased: Vehicle Passe also detail:  Date Purchased: Vehicle #2  Vehicle #1  Vehicle #2  Vehicle #2  Vehicle #1  Vehicle #2  Vehicle #2  Vehicle #1  Vehicle #2  Vehicle #1  Vehicle #2  Vehicle #3  And Vehicle #2  Vehicle #2  Vehicle #3  Fusion #4  Vehicle #1  Vehicle #2  Vehicle #2  Vehicle #3  And Vehicle #1  Vehicle #2  Vehicle #3  Fusion #4  Property Tax Paid: \$  *Review the prior year depreciation detail provided in your prior year tax return and advise us of any other changes to assets  Additional Notes to Preparer:  Additional Notes to Preparer:   By signing this form, you are acknowledging that the information that you have provided is true to the best of your knowledge.	Filliting	<del>y</del>			_ <del>,</del>					
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Authorized Company Representative: Date:	Authorized Company Representative: Date:									