

# Self Employment

## Tax Year 2012

Please fill in all fields that apply to you.

Taxpayer:

Spouse:

Type of Business:

Type of Business:

*(please be specific, e.g., if consultant, in what field?)*

Business Address:   
  
*(if different from home)*

Business Address:

Business Name:   
*(if not your own name)*

Business Name:   
*(if not your own name)*

EIN Number:   
*(if applicable)*

EIN Number:   
*(if applicable)*

Business was started or acquired in 2012.

Business was started or acquired in 2012.

## Self-Employment Income

### TAXPAYER

Total of Forms 1099-MISC	\$	<input type="text"/>
Total of Forms 1099-K	\$	<input type="text"/>
Cash/Not Reported	\$	<input type="text"/>
Total	\$	<input type="text"/>

### SPOUSE

Total of Forms 1099-MISC	\$	<input type="text"/>
Total of Forms 1099-K	\$	<input type="text"/>
Cash/Not Reported	\$	<input type="text"/>
Total	\$	<input type="text"/>

## Self Employment Expenses

### TAXPAYER

	Amount
Advertising	\$ <input type="text"/>
Commissions and Fees	\$ <input type="text"/>
Contract Labor	\$ <input type="text"/>
Self Employed Health Insurance	\$ <input type="text"/>
Long-term Care Premiums	\$ <input type="text"/>
Other Insurance	\$ <input type="text"/>
Tax Preparation Fee Paid in 2012	\$ <input type="text"/>
Other Legal/Professional Services	\$ <input type="text"/>
Computer Equipment	\$ <input type="text"/>
Mortgage Interest (not for home office)	\$ <input type="text"/>
Other Interest	\$ <input type="text"/>
Utilities (not for home office)	\$ <input type="text"/>
Office Expense	\$ <input type="text"/>
Supplies (other than office)	\$ <input type="text"/>
Office Rent (other than home)	\$ <input type="text"/>
Other Rent (equipment, etc.)	\$ <input type="text"/>
Repairs and Maintenance	\$ <input type="text"/>
Travel & Lodging	\$ <input type="text"/>
Meals & Entertainment	\$ <input type="text"/>
Research	\$ <input type="text"/>
Telephone	\$ <input type="text"/>
Internet	\$ <input type="text"/>
Client Gifts (limit \$25 each)	\$ <input type="text"/>
Education & Seminars	\$ <input type="text"/>
Postage	\$ <input type="text"/>
Local Transportation	\$ <input type="text"/>
Trade Publications	\$ <input type="text"/>

### SPOUSE

	Amount
Advertising	\$ <input type="text"/>
Commissions and Fees	\$ <input type="text"/>
Contract Labor	\$ <input type="text"/>
Self Employed Health Insurance	\$ <input type="text"/>
Long-term Care Premiums	\$ <input type="text"/>
Other Insurance	\$ <input type="text"/>
Tax Preparation Fee Paid in 2012	\$ <input type="text"/>
Other Legal/Professional Services	\$ <input type="text"/>
Computer Equipment	\$ <input type="text"/>
Mortgage Interest (not for home office)	\$ <input type="text"/>
Other Interest	\$ <input type="text"/>
Utilities (not for home office)	\$ <input type="text"/>
Office Expense	\$ <input type="text"/>
Supplies (other than office)	\$ <input type="text"/>
Office Rent (other than home)	\$ <input type="text"/>
Other Rent (equipment, etc.)	\$ <input type="text"/>
Repairs and Maintenance	\$ <input type="text"/>
Travel & Lodging	\$ <input type="text"/>
Meals & Entertainment	\$ <input type="text"/>
Research	\$ <input type="text"/>
Telephone	\$ <input type="text"/>
Internet	\$ <input type="text"/>
Client Gifts (limit \$25 each)	\$ <input type="text"/>
Education & Seminars	\$ <input type="text"/>
Postage	\$ <input type="text"/>
Local Transportation	\$ <input type="text"/>
Trade Publications	\$ <input type="text"/>

**If you have employees:**

Wages Paid to Employees \$

Employee Health Insurance \$

Other Employee Benefits \$

Pension and Profit Sharing Plans \$

**If you have employees:**

Wages Paid to Employees \$

Employee Health Insurance \$

Other Employee Benefits \$

Pension and Profit Sharing Plans \$

**LIST OTHER SELF-EMPLOYMENT BUSINESS EXPENSES:**

Description	Amount
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

Description	Amount
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

**Filing of Forms 1099-MISC****New for 2012:**

**Did you make any payments in 2012 that would require you to file Form(s) 1099?**  Yes  No

Filing Form 1099-MISC is required if you paid any U.S. person over \$600 for rents, services (including parts and materials), etc. during the tax year. In general, payments of more than \$600 to corporations (except lawyers) and real estate agents are not included. See [1099-MISC instructions](#)

**If "Yes," did you or will you file all required Forms 1099?**  Yes  No

If you need us to prepare forms 1099 for you please provide a list of payees including full name, SSN, address and amount paid

**Home Office**

**If you lived at more than one location during the year, please complete expenses separately:** (use a separate sheet)

**TAXPAYER**

**Location 1:** Address

Dates used: From  to

Total area of home (sq. ft.)

Area used exclusively for business (sq. ft.)

Rent \$  X  months = \$

Utilities \$  X  months = \$

Repairs and maintenance expense \$

Home insurance (total for year) \$

**SPOUSE**

**Location 1:** Address

Dates used: From  to

Total area of home (sq. ft.)

Area used exclusively for business (sq. ft.)

Rent \$  X  months = \$

Utilities \$  X  months = \$

Repairs and maintenance expense \$

Home insurance (total for year) \$

**Vehicle Expenses**

List only vehicle expenses that apply to self-employment (see Employee Expenses tab for W-2 related vehicle use)

**Note: If you used more than one vehicle during the year, please I will need the expenses listed separately for each vehicle.**

**Vehicle 1:**

Year, make and model

Dates used: From  to

Total miles for year (personal & business)

Total business miles

Is another vehicle available for personal use:  Yes  No

Is your vehicle leased?  Yes  No

If owned, purchase price of vehicle \$

Date of purchase

Tolls (business) \$

Parking (business) \$

**If you want me to calculate actual expenses, which may be more than standard mileage:**

List total expenses incurred between the dates below:

(I will calculate the business percentage)

From  to

Gas & oil \$

**Vehicle 2:**

Year, make and model

Dates used: From  to

Total miles for year (personal & business)

Total business miles

Is another vehicle available for personal use:  Yes  No

Is your vehicle leased?  Yes  No

If owned, purchase price of vehicle \$

Date of purchase

Tolls (business) \$

Parking (business) \$

**If you want me to calculate actual expenses, which may be more than standard mileage:**

List total expenses incurred between the dates below:

(I will calculate the business percentage)

From  to

Gas & oil \$

Repairs/tires	\$	<input type="text"/>
Lease payments	\$	<input type="text"/>
Auto Insurance	\$	<input type="text"/>
Garage rent	\$	<input type="text"/>
Auto Club (AAA)	\$	<input type="text"/>

Repairs/tires	\$	<input type="text"/>
Lease payments	\$	<input type="text"/>
Auto Insurance	\$	<input type="text"/>
Garage rent	\$	<input type="text"/>
Auto Club (AAA)	\$	<input type="text"/>

**Notes**

I certified that all of the above is true and correct and I can provide proof should the need arise.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_