

# Sole Proprietorship Tax Organizer Attachment

Use a separate attachment for each business

## Sole Proprietor General Information

Name of sole proprietor		
Business name (if different)	EIN (if applicable)	
Business address (if different from home address)		
Principal business activity	Date business started	
Principal product or service		
Yes	No	Was the primary purpose of the business activity to realize a profit?
Yes	No	Did you materially participate in the operation of this business?
Yes	No	Has the business reported any losses in prior years?
Accounting method: Cash      Accrual      Other (specify)		
Yes	No	Does the business file under a calendar year? (If no, what is the fiscal year?)

## Sole Proprietor Specific Questions

Yes	No	Did you pay any family members for services?		
Yes	No	Did you make any payments of \$600 or more to subcontractors, attorneys, accountants, directors, etc.?		
Yes	No	If Yes, did you issue Form 1099-MISC? Provide name and social security number (SSN) for each person to whom you paid \$600 or more.		
Yes	No	Did you make, or do you plan to make, any contributions to a self-employed retirement plan?		
		Type of plan	Amount contributed	\$
Yes	No	Did you pay for your own health/dental insurance? If Yes, provide amount of premiums paid during the year.		\$
Yes	No	Did you have any employees?		
Yes	No	Did you have any bartering transactions in 2015?		

## Sole Proprietor Business Income

Gross receipts or sales (if you received Forms 1099-MISC, list name of payer and amount separately from gross receipts or sales)			\$
Form 1099-MISC	\$	Form 1099-K	\$
Form 1099-MISC	\$	Form 1099-K	\$
Total of all Forms 1099-MISC and 1099-K received			\$
Returns and allowances			\$ (      )
Other income (not included in gross receipts above)			\$

**Form 1099-MISC.** You may receive Form 1099-MISC (instead of Form W-2) if you are not classified as an employee. If you receive Form 1099MISC for an amount over \$400 you must pay self-employment (SE) tax on the income.

## Sole Proprietor Cost of Goods Sold (for manufacturers, wholesalers, and businesses that make, buy, or sell goods)

Inventory at the beginning of the year	\$
Purchases	\$
Cost of labor	\$
Materials and supplies	\$
Inventory at the end of the year	\$

**Sole Proprietor Business Expenses**

Advertising	\$	Management fees	\$
Bad debts	\$	Office supplies	\$
Bank charges	\$	Start-up costs ( <i>first year of business</i> )	\$
Business licenses	\$	Pension and profit sharing plans	\$
Commissions and fees	\$	Rent or lease – car, machinery, equipment	\$
Contract labor*	\$	Rent or lease – other business property	\$
Employee benefit programs	\$	Repairs and maintenance	\$
Employee health care plans	\$	Supplies ( <i>not included in inventory cost</i> )	\$
Entertainment and business (in town) meals	\$	Taxes – payroll*	\$
Gifts	\$	Taxes – property	\$
Insurance ( <i>other than health insurance</i> )	\$	Taxes – sales	\$
Interest – mortgage	\$	Taxes – state	\$
Interest – other	\$	Telephone	\$
Internet service	\$	Utilities	\$
Legal and professional services	\$	Wages*	\$

\* Provide copies of Form W-3, Form 940, Form 941, Form 1096, Form 1099-MISC, and any state tax forms filed.

**Other Business Expenses – List out type and expense amount**

	\$		\$
	\$		\$
	\$		\$

**Car Expenses (use a separate form for each vehicle)**

Make/Model			Date car placed in service	
Yes	No	Car available for personal use during off-duty hours?		
Yes	No	Do you (or your spouse) have any other cars for personal use?	Did you trade in your car this year? Yes	No
Yes	No	Do you have evidence?	Cost of trade-in \$	Trade-in value \$
Yes	No	Is your evidence written?		
<i>Mileage</i>			<i>Actual Expenses</i>	
Beginning of year odometer			Gas/oil	\$
End of year odometer			Insurance	\$
Business mileage			Parking fees/tolls	\$
Commuting mileage			Registration/fees	\$
Other mileage			Repairs	\$

Generally, you can use either the standard mileage rate or actual expenses to figure the deductible costs of operating your car for business purposes. However, to use the standard mileage rate, it must be used in the first year the car is available for business. In later years, you can then choose between either the standard mileage rate method or actual expenses.

**Travel Expenses**

City visited (for per diem)	# of days in city	City visited (for per diem)	# of days in city

**Travel expenses**

Airfare	\$	Parking and tolls	
Bus, train, taxi	\$	Meals (actual receipts)	\$
Entertainment	\$	Other travel expense	\$
Lodging	\$		\$

**Equipment Purchases – Enter the following information for depreciable assets purchased that have a useful life greater than one year**

Asset	Date purchased	Cost	Date placed in service	New or used?
		\$		
		\$		
		\$		

**Depreciation.** If property you acquire to use in your business is expected to last more than one year, you generally cannot deduct the entire cost as a business expense. Depreciation spreads out the cost of a business asset allowing you to recover the cost or other basis of property over a period of years. It is an annual allowance for the wear and tear, deterioration, or uselessness of property. The IRS has outlined a useful life (a set number of years) for most assets.

**Equipment Sold or Disposed of During Year**

Asset	Date out of service	Date sold	Selling price/FMV	Trade-in?
			\$	
			\$	

**Disposition of Property.** A disposition of property occurs when you sell property for cash or other property, you exchange property for other property, you transfer property to satisfy a debt, you abandon property, your bank forecloses or repossesses your property, or your property is damaged, destroyed, or stolen and you receive property or money in payment.

**Business Use of the Home (may be calculated 2 ways)**

**The easy way** – by area. Area of home being deducted must be exclusively used for business except for storage or day care. **Note:** Managing rental activities or investments does not qualify for business use of the home.

<i>All Taxpayers</i>		<i>For Day Care Only</i>	
A) Business use area (square footage)		1) Hours used for day care	
B) Total area of home (square footage)		2) Total hours in year	8,760 hrs.

**The hard way** – actual expenses. Enter below only the expenses paid during the period the home was used for business.

*Direct expenses benefit only the business use portion of the home. This includes painting or repairs exclusively for the business area.*

*Indirect expenses are for keeping up and running the entire home, such as mortgage interest and property taxes.*

	<i>Direct</i>	<i>Indirect</i>		<i>Direct</i>	<i>Indirect</i>
Mortgage interest	\$	\$	Repairs and maintenance	\$	\$
Property taxes	\$	\$	Utilities	\$	\$
Insurance	\$	\$	Other	\$	\$