SMALL BUSINESS INCOME TAX ORGANIZER

WILSON HANSON & BLOM, LLP

BUSINESS NAME_____**EIN:**_____

ADDRESS_____TYPE OF BUSINESS_____

Single Member LLC? YES **Inventory Method**: Cost Lower of Cost or Market Other_____

Method of Accounting: Cash Accrual Other_____

Did you make any payments of **$600 OR MORE** (SERVICES/RENTS) that would require you to file **Form 1099s**? YES NO

Did you file all **REQUIRED Form 1099s**? YES NO **Form 1099s are required to be mailed to the recipient and the IRS by January 31.**

If you want WHB to help prepare your 1099s, please contact us ASAP.

INCOME **(Bring Form 1099-K for credit card sales)**	**AMOUNT**
GROSS RECEIPTS/SALES	
DO GROSS RECEIPTS/SALES INCLUDE SALES TAX? YES NO NA	( )
REFUNDS TO CUSTOMERS	( )
OTHER INCOME:	
Did you acquire, use, barter, dispose of or hold any virtual currency such as bitcoin? Yes No	
	***

COST OF MERCHANDISE SOLD	**AMOUNT**
YOUR COST OF INVENTORY AT BEGINNING OF YEAR	
PURCHASES OF MERCHANDISE FOR SALE	
COST OF ITEMS WITHDRAWN FOR PERSONAL USE INCLUDED IN TOTAL PURCHASES ABOVE	( )
MATERIALS AND SUPPLIES	
OTHER COSTS	
YOUR **COST** OF INVENTORY AT END OF YEAR	( )
	***

PAYROLL EXPENSES Have all forms 941, 940, and state unemployment returns been filed ? Yes No Were W-2s / W-3 sent to the SSA by January 31? Yes No Please provide copies of Form 941, Form 940, SUTA, W-2s and W-3s – copies will not be returned	**AMOUNT**
GROSS WAGES PAID TO EMPLOYEES	
TAXES - PAYROLL (EMPLOYER FICA MATCH)	
TAXES - UNEMPLOYMENT (FUTA & SUTA)	
INSURANCE - HEALTH (EMPLOYEES ONLY)	
RETIREMENT - EMPLOYER CONTRIBUTION FOR EMPLOYEES PLAN TYPE:	
EMPLOYEE BENEFITS (CHRISTMAS PARTY, COMPANY PICNIC, ETC)	

EXPENSES	AMOUNT	
AUTO EXPENSES (SEE C-3 FOR DETAIL)		
ACCOUNTING		
ADVERTISING		
BANK CHARGES AND MERCHANT CREDIT CARD FEES		
COMMISSIONS		
DUES AND SUBSCRIPTIONS		
INSURANCE - BUSINESS LIABILITY & WORK COMP		
INSURANCE-PERSONAL RESIDENCE (ONLY IF USING OFFICE IN HOME)		
MORTGAGE INTEREST PAID TO BANKS		
OTHER INTEREST EXPENSE		
LEGAL AND PROFESSIONAL FEES		
OFFICE SUPPLIES		
OUTSIDE SERVICES/CONTRACT LABOR		
POSTAGE		
RENT - MACHINERY AND EQUIPMENT		
RENT - OTHER		
REPAIRS AND MAINTENANCE		
SUPPLIES - OPERATING		
TAXES - REAL ESTATE		
TAXES AND LICENSES - OTHER		
TELEPHONE - LAND LINE (YOU CANNOT DEDUCT FIRST PHONE LINE IN HOME)		
COST OF CELL PHONE: $ WHAT IS BUSINESS %?		
SMALL TOOLS (COST LESS THAN $500)		
TRAVEL (LODGING / AIRFARE / CABS / RENTAL CARS / PARKING)		
MEALS - IN TOWN		
# OF NIGHTS OUT OF TOWN FOR BUSINESS:		
IF YOU KEPT RECEIPTS AND WANT US TO COMPARE ACTUAL TO PER DIEM? YES NO		
WHAT IS THE AMOUNT OF OUT OF TOWN MEALS? $		
UTILITIES		
WEBSITE/ INTERNET ACCESS $ WHAT IS BUSINESS %?		
OIH		
Depr / Amort		
***	( )	
Net		

QBI / SSTB? Y N

QBI =

ASSETS PURCHASED –BUILDINGS, FURNITURE, EQUIPMENT, VEHICLES, ETC (COST GREATER THAN $500)					
DESCRIPTION	DATE	COST	DESCRIPTION	DATE	COST

DISPOSAL OF ASSETS – BUILDINGS, FURNITURE, EQUIPMENT, VEHICLES, ETC							
#	DESCRIPTION	DATE SOLD	SALES PRICE	#	DESCRIPTION	DATE SOLD	SALES PRICE

VEHICLE MAKE / GVWR Provide copy of invoice for all vehicle purchases			#1-	#2-	#3-	#4
DATE PLACED IN SERVICE						
BEGINNING ODOMETER 1/1/19						
ENDING ODOMETER 12/31/19						
TOTAL MILES DRIVEN IN 2019						
BUSINESS MILES DRIVEN 1/1/19-12/31/19						
DAILY COMMUTING MILES ROUND TRIP						
COMMUTING MILES DRIVEN IN 2019						
GASOLINE		E				
DIESEL		E				
REPAIRS & MAINTENANCE		E				
INSURANCE		E				
LICENSE PLATES		E				
LEASE PAYMENTS		E				
INTEREST EXPENSE		E				
ACTUAL VS STANDARD SMR – 58¢						

You must have documentation such as a daily log showing miles traveled, destination and business purpose. Travel from home to regular place of work is commuting and is not deductible. The following questions are on the tax return and must be answered if claiming deduction for a vehicle used for business.

1. DO YOU OR YOUR SPOUSE HAVE ANOTHER VEHICLE FOR PERSONAL USE? YES NO

2. DO YOU HAVE EVIDENCE TO SUPPORT YOUR DEDUCTION? YES NO IF YES, IS THE EVIDENCE WRITTEN? YES NO