



## SMALL BUSINESS INCOME TAX ORGANIZER

**WILSON HANSON & BLOM, LLP**

**BUSINESS NAME** \_\_\_\_\_ **EIN:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **TYPE OF BUSINESS** \_\_\_\_\_

**Inventory Method:** Cost Lower of Cost or Market **Accounting Method:** 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 February 1.**

**DID YOU OR ANY FAMILY MEMBER HAVE COVID OR ORDERED TO QUARANTINE?** YES NO

**PPP AMOUNT \$** \_\_\_\_\_ **DATE REC'D** \_\_\_\_\_ **AMOUNT FORGIVEN \$** \_\_\_\_\_

**EIDL GRANT \$** \_\_\_\_\_ **DID YOU RECEIVE SBA EIDL LOAN?** Y N \$ \_\_\_\_\_

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:	
<b>SD SMALL BUSINESS GRANT / DATE RECEIVED</b>	<b>AMOUNT</b>
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COST OF ITEMS WITHDRAWN FOR PERSONAL USE INCLUDED IN TOTAL PURCHASES ABOVE	( )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	AMOUNT
Have all forms 941, 940, and state unemployment returns been filed? Yes No Were W-2s / W-3 sent to the SSA by February 1? Yes No Please provide <b>copies</b> of Form 941, Form 940, SUTA, W-2s and W-3s – copies will not be returned	
GROSS WAGES PAID TO EMPLOYEES	
TAXES - PAYROLL (EMPLOYER FICA MATCH)	
TAXES - UNEMPLOYMENT (FUTA & SUTA)	
IINSURANCE-HEALTH ( EMPLOYEES ONLY )	
RETIREMENT - EMPLOYER CONTRIBUTION FOR EMPLOYEES PLAN TYPE:	
EMPLOYEE BENEFITS (CHRISTMAS PARTY, COMPANY PICNIC, ETC)	



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 1/1/20				
ENDING ODOMETER 12/31/20				
TOTAL MILES DRIVEN IN 2020				
BUSINESS MILES DRIVEN 1/1/20-12/31/20				
DAILY COMMUTING MILES ROUND TRIP				
COMMUTING MILES DRIVEN IN 2020				
GASOLINE		E		
DIESEL		E		
REPAIRS & MAINTENANCE		E		
INSURANCE		E		
LICENSE PLATES		E		
LEASE PAYMENTS		E		
INTEREST EXPENSE		E		
ACTUAL VS STANDARD SMR – 57.5¢				

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. Questions on tax return are:

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