



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 _____

| 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: | |
| | |
| | *** |

| 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| COST OF ITEMS WITHDRAWN FOR PERSONAL USE INCLUDED IN TOTAL PURCHASES ABOVE | () |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 |
|-------------------------------------------------------------------------------------------------------------------------------|--------|
| Please provide copies 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) | |
| INSURANCE - HEALTH (EMPLOYEES ONLY) | |
| RETIREMENT - EMPLOYER CONTRIBUTION FOR EMPLOYEES PLAN TYPE: | |
| EMPLOYEE BENEFITS | |
| | |
| | |
| 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 WLB to help prepare your 1099s, please contact us ASAP. | |

| 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 (Include Xmas Party / Company BBQ, etc) | | | | | |
| # 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 %? | | | |
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| SSTB? | Y | N | _____ | Net | |
| | | | | | QBI |

| ASSETS PURCHASED –BUILDINGS, FURNITURE, EQUIPMENT, VEHICLES, ETC (COST GREATER THAN \$500) *****If you traded in a vehicle, please provide copy of invoice***** | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|-------------|------|------|
| DESCRIPTION | DATE | COST | DESCRIPTION | DATE | COST |
| | | | | | |
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| | | | | | |
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| DISPOSAL OF ASSETS – BUILDINGS, FURNITURE, EQUIPMENT, VEHICLES, ETC | | | | | | | |
|---------------------------------------------------------------------|-------------|-----------|-------------|---|-------------|-----------|-------------|
| # | DESCRIPTION | DATE SOLD | SALES PRICE | # | DESCRIPTION | DATE SOLD | SALES PRICE |
| | | | | | | | |
| | | | | | | | |
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| BUSINESS USE OF VEHICLE | #1- | #2- | #3- | #4 |
|-------------------------------------------------------------------------------|-----|-----|-----|----|
| Travel from home to regular place of work is commuting and is not deductible. | | | | |
| DATE PLACED IN SERVICE | | | | |
| BEGINNING ODOMETER 1/1/18 | | | | |
| ENDING ODOMETER 12/31/18 | | | | |
| TOTAL MILES DRIVEN IN 2018 | | | | |
| BUSINESS MILES FROM 1/1/18-12/31/18 | | | | |
| DAILY COMMUTING MILES ROUND TRIP | | | | |
| COMMUTING MILES DRIVEN IN 2018 | | | | |
| GASOLINE | | | | |
| REPAIRS & MAINTENANCE | | | | |
| INSURANCE | | | | |
| LICENSE PLATES | | | | |
| LEASE PAYMENTS | | | | |
| | | | | |
| INTEREST EXPENSE | | | | |
| ACTUAL VS STANDARD SMR – 54.5¢ | | | | |

You must have documentation such as a daily log showing miles traveled, destination and business purpose. The following questions are on the tax return and must be answered if claiming deduction for a vehicle used for business.

- DO YOU OR YOUR SPOUSE HAVE ANOTHER VEHICLE FOR PERSONAL USE? YES NO
- DO YOU HAVE EVIDENCE TO SUPPORT YOUR DEDUCTION? YES NO IF YES, IS THE EVIDENCE WRITTEN? YES NO

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