

Client Organizer - Small Business - Sole Proprietor - 2016

Important Notice - INCREASED PENALTIES for non-filing of 1099s

1099s must be issued to any individual (not LLC or corp) paid over \$600 last year. Due by 1/31

The business belongs to _____ you or _____ spouse

Schedule C

Do not complete if you have computer printouts for these figures

Income - 1099 <i>(bring copies of 1099s)</i>		
Income - non-1099		
Total Income		
Cost of Sales - Labor <i>(see blue below)</i>		
Cost of Sales - Purchases		
Total Cost of Sales		
Advertising		Licenses
Auto/truck <i>(see below)</i>		Office expense
Bank charges		Outside services
Commissions		Repairs
Delivery/Postage		Rent
Dues - subscriptions		Seminars, education (work related)
Entertainment/Meals		Supplies/Small Tools
Equipment lease/rental		Taxes
Gifts (\$25/person/year)		Telephone
Health Insurance		Travel for business
Insurance		Uniforms (include cleaning)
Interest		Utilities
Internet/Website		Wages
Legal/professional		Other
Other		Other
Total Expenses		
NET INCOME		

Office in Home (restrictions apply)**

***Office in home must be used regularly and exclusively for business tasks not performed in another office*

In Square Feet a) Total Home _____
 b) Office _____

Expenses

Maintenance, other _____
 Home Insurance _____
 HOA fees _____
 Utilities _____

Auto/ Truck

Vehicle description _____
 Total miles (personal & business) _____
 Mileage Jan 1st _____
 Mileage Dec 31st _____
 Business miles _____
 Do you have written records to show the business purpose? Yes / No

Equipment/Improvements (Purchased or Sold this year)

Equipment Description	Date Bought	Purchase Price	Date Sold	Selling price

Attach copies of payroll tax returns (4 quarterly 941, SUTA, 940, W3) and 1099s

Meals & entertainment must have a clear business purpose. Document name of people and topic of discussion

QuickBooks -We make a limited, cursory review of file contents and cannot be held responsible for the contents.