

Client Organizer - Small Business - Sole Proprietor - 2017

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	_____
Auto/truck <i>(see below)</i>	_____
Bank charges	_____
Commissions	_____
Delivery/Postage	_____
Dues - subscriptions	_____
Entertainment/Meals	_____
Equipment lease/rental	_____
Gifts (\$25/person/year)	_____
Health Insurance	_____
Insurance	_____
Interest	_____
Internet/Website	_____
Legal/professional	_____
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.