

# Client Organizer - Small Business - Sole Proprietor - 2018

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

**1099s must be issued to any individual (not c or s 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)
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 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