



## Small Business Worksheet

If you're a freelancer or sub-contractor, the IRS considers you a small business owner. They want to know how much money your business made and how much money your business spent. This worksheet will help you gather that information and ensure you get the best results possible on your tax return!

### 1. Basic Info

Question	Answer
Which <b>tax year</b> is this for?	
What's your <b>full legal name</b> ?	
What is your <b>business name</b> ? (if any)	
What is your business <b>activity</b> ?	

### 2. Business Income

How much money did your business make for the year? Include amounts from **1099**'s, cash, check, credit card and any other payments you received. **Do not include** money from **W2**'s or money you received from a loan.

Question	Amount
What was your <b>total business income</b> for the year?	

### 3. Cost of Goods Sold

If you buy and resell products, the IRS wants to know how much you spent buying products. They also want to know and how much money you had in unsold products.

Question	Amount
If you had unsold products at the <b>beginning of the year</b> , how much did all of those products cost?	
If you had unsold products at the <b>end of the year</b> , how much did all of those products cost?	
How much money did you spend <b>buying products</b> throughout the year?	



## 4. Major Business Purchases

Did you buy anything major for your business?

*New Car, Mobile Phone, Computer, Printer, TV, DVD Player, Camera, Desk, Chair, File Cabinets, Lights, Lamps, Audio Equipment, Etc...*

**Yes**

**No ---> Go to section 5.**

Item Description	Date	Amount



## 5. Business Expenses

What did your business spend money on? Only include expenses that are related to running and growing your business, even if they were paid with a credit card or loan. Only fill out the categories that apply to you.

NOTE: Include the amount you paid in interest for credit cards or loans but do not include the amount you paid towards principal.

Category	Amount
Accounting	
Advertising	
Bank Charges	
Business Gifts	
Commissions	
Contract Labor	
Computer Expenses	
Cable	
Continuing Education	
Dues & Subscriptions	
Employee Benefits	
Industry Research	
Internet	
Interest: Credit Cards & Business Loans	
Janitorial	
Legal Fees	
Licenses & Permits	
Meals & Entertainment	
Maintenance	
Parking	
PO Box Rental	
Postage & Delivery	
Printing	
Rent: Office	
Rent: Equipment	
Salaries & Wages	
Storage	
Supplies	



Telephone	
Tools	
Travel	
Uniforms & Protective Gear	
Uniform Cleaning	
Union Dues	
Website Fees	

## 6. Other Business Expenses

Did you have any other expenses related to running and growing your business?

**Yes**

**No ---> Go to section 7.**

Other Category	Amount

## 7. Business Mileage Expense

Did you use your car for business?

**Yes**

**No ---> Go to section 8.**

Question	Answer
What <b>make</b> is your car?	
What <b>model</b> is your car?	
What <b>year</b> is your car?	
When did you <b>get</b> the car? ( <i>month and year</i> )	
How many <b>total miles</b> did you drive?	
How many of your total miles were <b>commuting miles</b> ?	
How many of your total miles were <b>business miles</b> ?	

## 8. Actual Vehicle Expenses

Is your vehicle used 100% for business or do you drive for Uber, Lyft or other driving company?

**Yes**

**No ---> Go to section 9.**

Category	Amount
Lease Payments (if leased)	
Interest Paid (if purchased)	
Insurance	
Gasoline, Lube, Oil	
Repairs	
Tires	
Auto License Fees	

## 9. Home Office Expense

Do you work from home and have a designated office area?

**Yes**

**No ---> Go to section 10.**

Question	Answer
How many <b>square feet</b> is your <b>home</b> ?	
How many <b>square feet</b> is your <b>office space</b> within the home?	
How much did you pay in <b>rent or mortgage</b> for the year?	
How much did you pay in <b>utilities</b> for the year? <i>Power, gas, water, trash, etc.</i>	
How much did you pay for <b>repairs to the office space</b> within your home for the year?	

## 10. Self-Employed Health Insurance Cost

Did you pay health insurance premiums?

**Yes**

**No**

Amount

**IMPORTANT:** If you had Covered California, you should have received a [1095-A](#) form, please be sure to send it to us.

**Have more than one business to report?**

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