THOMSON ACCOUNTANTS INC

Business Worksheet – Tax Year 2023

Name of Business / DBA / LLC / CORP: _____

Business Address: Street: _____

City: _____ State:_____ Zip:_____

Employer Identification Number (EIN): _____

Principal Business Type or Profession: _____

Business Operated by: ☐ **Taxpayer** ☐ **Spouse** ☐ **Both**

Tax Entity Type: ☐ **C Corp** ☐ **S Corp** ☐ **LLC Single** ☐ **LLP**

Any payments over $600 to Subcontractors which require you to file Form 1099? ☐ **YES** ☐ **NO**

If **YES**, did you or will you file all required forms 1099/1096? ☐ **YES** ☐ **NO**

BUSINESS INCOME *(without sales tax):* **$**_____

OTHER INCOME *(fuel refunds, etc.):* **$**_____

COST of GOODS SOLD *(items resold or cost of materials used in your service/product):* **$**_____

Profit and Loss/Financials will be provided by:

☐ **Business Worksheet**
(Complete this worksheet)

☐ **QuickBooks / Accounting Reports**
(Fully Reconciled – only page 1 of this worksheet is required.)

☐ **QuickBooks Online Access**
(Fully Reconciled – only page 1 of this worksheet is required.)

Submission of Income and Expenses

I agree that the amounts provided in my Business Worksheet or other accepted submissions are the final financial records that will be used to prepare my tax return.

Submission of self-made spread sheets will NOT be used and TAI will not compare numbers on personal forms.

The financials provided are not estimates and are a FINAL reflection of my Profit and Loss records.

I have read and agree to the terms above.

☐ I AGREE

EXPENSES:	**$ AMOUNT (Yearly)**
Advertising (websites, ads, promotional items)	
Commissions	
Subcontract / Independent Labor	
Employee Benefits (Pension match, life insurance)	
Employee Health Insurance	
Self Employed Health Insurance (for OWNER only)	
Business Insurance	
Liability Insurance	
Workers Compensation Insurance	
Mortgage Interest (Business only – NOT your home)	
Business Loans and Credit Card Interest	
Legal and Professional Fees	
Office Supplies (paper, software, pens, stamps)	
General Supplies (equipment, misc. items)	
Machine and Equipment Rental	
Property / Office Rental	
Repair and Maintenance on Building, Land	
Repair and Maintenance on Equipment	
Business Property Tax	
Excise or Highway Tax	
Licenses, Permits, and Fees (DBA fees, permits)	
Travel (hotel, airfare, rental car)	
Client Business Meals (NOT personal entertainment)	
Employee Meals / Staff Parties	
Utilities (propane, electric, heat/oil, village water)	
GROSS Wages – Employee (please submit W-3 and Year End payroll summary for taxes)	
Bank/Credit Card Fees and Service Charges	
Business Gifts (items purchased for customers - $25 limit / per gift)	
Dues and Subscriptions (magazines, memberships, online, QuickBooks)	
Internet	
Computer Services	
Parking and Tolls	
Shipping and Freight Charges	
Continuing Education	
Telephone / Cell Phone Service	
Security	
Small Tools	
Uniforms / Laundry Service	
Waste Removal	

OTHER EXPENSES ... (Please list any additional specific items below)	**$ AMOUNT (Yearly)**

FIXED ASSETS:

List any purchases of furniture or equipment over $3,000. (***Submit sale invoices for large purchases over $3,000 only.)***

Description (Model, Year, Type)	**Price**	**Date Purchased**

List any assets that you sold, traded, or disposed of this tax year:

Description (Model, Year, Type)	**Selling Price, Trade Value, or Disposal**	**Date Disposed, Sold, or Traded**

OFFICE IN HOME: ***This applies only to fully dedicated office space.***

Total square footage of finished living space (not attic or unfinished basement)	
Square Footage dedicated for business use only	
Expenses: DO NOT include or duplicate amounts from the above business expenses.	
Mortgage Interest only (not entire payment) or Rent payment	
Real Estate Taxes (school, county/town/village)	
Homeowners / Renters Insurance	
Repairs and Maintenance	
Utilities	
Water & Sewer	

Other Tax / Additional Business Information:

THOMSON ACCOUNTANTS INC

Auto and Truck Expense Worksheet	**VEHICLE 1**	**VEHICLE 2**	**VEHICLE 3**	**VEHICLE 4**
Make and Model				
Year of Vehicle				
Date Purchased or Acquired				
Date placed in business service				
Type of Vehicle *(Auto or Truck)*				
Total Miles Driven *(Sum equals 3 lines below)*				
Business Miles				
Commuting Miles				
Personal Miles				
Did you have another vehicle for personal use?	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**
Is the vehicle used primarily by owner or related person?	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**
Do you have written evidence of business use claimed *(i.e. mileage log, report)*?	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**
Is the vehicle leased?	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**
Actual Expenses (If using this method, typical of heavy or costly vehicles):				
Cost of Vehicle *(including special installed equipment - i.e. Toolbox, Plow)*				
Gasoline				
Oil, Maintenance and Repairs				
Insurance				
Registration and License				
Lease Payments				
Interest **ONLY** portion of Vehicle loan payments *(NOT full monthly payment)*				
Did you sell or trade in a previously used business vehicle?	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**	☐ **YES** ☐ **NO**
*If YES, please include the dealer invoice or other documentation.				