

Self Employed Worksheet: Year _____

Name of Business: _____		
Business Address: _____		
City: _____	State: _____	Zip: _____
Type of Business: _____		
What is the legal makeup of the business?		
1. Your Social Security: _____		
2. LLC (SSN/EIN): _____		
3. Incorporated (EIN): _____		
4. Partnership (EIN): _____		
Year to Date Business Gross Earnings (<i>before any deductions</i>): _____		

Please List Expenses Below:

Advertising: _____	Supplies: _____
Mileage: _____	Contract Labor: _____
Insurance: _____	Licenses: _____
Legal & Professional fees: _____	Office Expenses: _____
Repairs & Maintenance: _____	Travel: _____
Cell Phone: _____	Utilities: _____
Wages: _____	Meals & Entertainment: _____
Rent or Lease: _____	Employee Benefits: _____
Others: _____	

How long have you owned your business? _____

Who maintains your business records? _____

Do you maintain separate bank accounts for business and personal transactions? _____

If not, how do you keep track of business expenses? _____

Did you receive a 1099NEC form to support this income? _____

If not, can you provide written documentation to substantiate your business? _____

The information provided above is accurate, I am responsible to retain any receipts, invoices, or log books for a duration of 3 years (minimum) in case of any audits and assessments from either the State Department of Taxation or Internal Revenue Service (IRS). **Reliable Tax Solutions** is a tax preparation service business; therefore any and all information given to prepare tax returns must be provided directly from the client.

Print Name

Client Signature

Date