

2017 Business Income

Please complete this form to report business income and expenses. Additional forms can be printed from our website at: www.churchwelltax.com/resources or give us a call and we will be happy to send you more.

Please provide a complete Profit & Loss and Balance Sheet

1. Business Information

Business Details	
Business Name	
Business Address	
Business EIN	
Type of Business:	
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership
<input type="checkbox"/> S-Corp	<input type="checkbox"/> LLC
	<input type="checkbox"/> C-Corp
	<input type="checkbox"/> Unknown
What does the business do?	
% of Ownership	

2. Income & CoGS

A. Income	
Sales or Receipts	
Other Income	
Returns (Reduces Income)	
B. Cost of Goods Sold	
Beginning Inventory	
Ending Inventory	
Purchases	
Direct Labor*	
Material & Supplies*	
*Do not enter amounts in both Cost of Goods Sold and Section 4 (Expenses)	

3. Depreciable Assets

On a separate sheet, please provide a list of all business assets. Please include:

- Assets acquired during this tax year.**
Indicate date acquired, amount paid, and any trade-in.
- Assets disposed of in this tax year.**
Indicate any gain or loss on the asset sale, or if asset was "junked."
- Prior Depreciation.**
For new clients, please provide the depreciation report from your last year's tax return, including detailed asset list and asset life history.

4. Expenses

A. Expenses	
Advertising	
Auto	----- Complete section 5 -----
Commissions & Fees	
Contract Labor	
Employee Benefits	
Employee Health Ins.	
Self Employed Health Ins.	
Insurance (Not Health)	
Mortgage Interest	
Other Interest	
Legal & Professional	
Accountant & Legal	
Training & Seminars	
Outside Services	
Dues & Publications	
Office Expense	
Office Supplies	
Postage & Shipping	
Vehicle/Equipment Rent/Lease	
Property Rent/Lease	
Repairs & Maint.	
Supplies	
Taxes & License	
Meals & Entertainment	
Travel	
Airfare, Train, Etc.	
Lodging	
Auto Rental, Bus, Taxi, Etc.	
Out of Town Laundry	
Utilities	
Employee Wages	
Other (Specify):	

5. Vehicle Expense

Corporations Only	
Corporation Auto & Truck Expenses	
Vehicle Lease	
Fuel	
Repairs & Maintenance	
License & Fees	
Insurance	
Other (Specify):	
Non-Corporate Entities Only (Schedule C)	
Vehicle 1	
Vehicle Make/Model/Year	
Date Purchased	
Beginning/Ending Mileage for Year /	
Total Miles (Including Personal)	
Commute Miles	
On-the-Job Miles	
Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have written records to support use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was another vehicle available for personal use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Cost of Fuel, Repairs & Maintenance	
Cost of Insurance, Licence & Fees	
Vehicle 2	
Vehicle Make/Model/Year	
Date Purchased	
Beginning/Ending Mileage for Year /	
Total Miles (Including Personal)	
Commute Miles	
On-the-Job Miles	
Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have written records to support use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was another vehicle available for personal use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Cost of Fuel, Repairs & Maintenance	
Cost of Insurance, Licence & Fees	

6. Business Estimated Taxes Paid

Payment Due	Date Paid	Federal	State
Applied from last year's tax refund ----			
First Quarter			
Second Quarter			
Third Quarter			
Fourth Quarter			

7. Business Use of Home

Non-Corporate Entities Only (Schedule C)

To qualify, an "office in the home" must be used exclusively and on a regular basis (a) as your principal place of business, or (b) by patients, clients, or customers in meeting and dealing with you in a normal course of business. A home office will qualify as your principal place of business if: 1) You use it exclusively and regularly for the administrative or management activities of your trade or business, and 2) You have no other fixed location where you conduct substantial administrative or management activities of your trade or business. If you are an employee, the home office use must also be for the convenience of the employer. Enter 100% of home taxes and mortgage interest under Itemized Deductions on the Tax Organizer for individuals, Sections 7B&C.

A. Area of Home

Total Square Footage of Home

Square Footage of Area used for Business

B. Home Office Expenses

	\$ Amount	Expense applies to:	
Insurance		<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only
Rent		<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only
Repairs & Maint.		<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only
Utilities		<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only
Other (Specify):		<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only
Other (Specify):		<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only

8. Additional Requirements

Please provide copies of the following documents if applicable:

- Balance Sheet for tax year
- Profit & Loss for tax year
- Forms 1099 issued
- Forms W-2 issued
- Payroll Forms 941 for each of the four quarters of the tax year
- Forms 1099 recieved
- Any notices recieved from Tax Agencies for the tax year

Please attach an additional sheet with any Questions, Comments, or Notes.

9. Signature

We will complete your return based on the information provided. We will not be able to complete returns where we have reasonable suspicion that the information provided is intentionally incomplete or inaccurate.

If you are having problems providing accurate financial statements, bookkeeping services are available for an additional fee.

To the best of my knowledge, all of the information contained within this document is true, correct, and complete.

Representative:

Title:

Date: