

Organizer for Self-Employed Business Income & Expenses

Also, for use by ministers for unreimbursed employee business expenses

Business Name: _____ EIN: _____

Business Address: _____ Same as personal address

Did you pay a non-employee over \$600 during 2018? YES NO

If yes, did you file the required Form(s) 1099-Misc. with the IRS?* YES NO

*Please advise us if you wish MinistryCPA to assist with this filing.

Did you purchase and sell inventory during the year? YES NO

If yes, please provide list of your inventory activity during the year.

Income – List your gross receipts, sales, and income from your business. Indicate if received 1099-Misc for any income.

Income	Amount	1099?
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Expenses

Business Expenses	Amount	Home Office (Business Use of Home)	Amount
Advertising	\$ _____	Total square footage of home (portion that is heated)	\$ _____
Subcontractor Labor	_____	Area of home used regularly and exclusively for business	_____
Commissions and Fees	_____	Home insurance	_____
Employee Expenses	_____	Rent	_____
Insurance	_____	Repairs and Maintenance	_____
Interest	_____	Utilities	_____
Legal and Professional Services	_____	Other	_____
Office Expenses	_____		
Vehicle, Machinery, and Equip. Rental	_____		
Other Rental	_____		
Repairs and Maintenance	_____		
Supplies	_____		
Taxes and Licenses	_____		
Travel	_____		
Meals and Entertainment	_____		
Utilities	_____		

ADDITIONAL DETAILS
(e.g., OTHER EXPENSES, ASSETS PLACED IN SERVICE THIS YEAR:
DESCRIPTION, COST, AND DATE)

Use of Vehicle	Vehicle 1	Vehicle 2	Vehicle 3
Date Vehicle was placed in service	_____	_____	_____
Year and model of vehicle	_____	_____	_____
Total miles driven for the year	_____	_____	_____
Business miles driven during	_____	_____	_____
Personal miles	_____	_____	_____
Parking fees and tolls, vehicle interest, personal property tax	_____	_____	_____
Other	_____	_____	_____

**If not using standard mileage rate, please provide gasoline, maintenance, repairs, insurance, registration, and or lease or rental expenses.*