



Self-Employed Business Income & Expenses

Also, for use by ministers for unreimbursed employee business expenses

Business Name: _____ EIN: _____

Business Address: _____ Same as personal address

If you purchased and sold inventory during the year, please provide your cost of inventory at the end of the year: \$ _____

Did you receive Payment Protection Program Loan during the year? YES NO

Were you unable to work at any point in the year due to Covid-19 diagnosis, mandatory quarantine, caring for an individual subject to quarantine, or caring for a child due to a school closing related to Covid-19? YES NO

Did you pay a non-employee over \$600 during 2020? 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.

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

Income Type	Amount	1099-MISC Received
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>

Expenses

Business Expenses	Amount
Cost of Inventory Purchased for Resale	
Advertising	
Subcontractor Labor	
Commissions and Fees	
Employee Expenses	
Insurance	
Interest	
Legal and Professional Services	
Office Expenses	
Vehicle, Machinery, and Equip. Rental	
Other Rental	
Repairs and Maintenance	
Supplies	
Taxes and Licenses	
Travel	
Meals and Entertainment	
Utilities	

Home Office (Business Use of Home)	Amount
Total square footage of home (portion that is heated)	
Area of home used regularly and exclusively for business	
Home insurance	
Rent	
Repairs and Maintenance	
Utilities	
Other	

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			

Yes, I maintained mileage receipts or reports.

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