

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: \$ _____

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 2021? YES NO

If yes, did you file the required Form(s) 1099-NEC 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-NEC or 1099-K for any income.

Income Type or provide access to your accounting software	Amount	1099-NEC/1099-K Received
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>

Expenses or provide access to your accounting software

Business Expenses	Amount	Home Office (Business Use of Home)	Amount
Cost of Inventory Purchased for Resale		Total square footage of home (portion that is heated)	
Advertising		Area of home used regularly and exclusively for business	
Subcontractor Labor		Home insurance	
Commissions and Fees		Rent	
Employee Expenses		Repairs and Maintenance	
Insurance		Utilities	
Interest		Other	
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			

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.