

LISA HILL TAX & ACCOUNTING

OFFICE: PH: (520) 825-4080

FAX: (888) 761-9291

LISA@LISAHILLTAXANDACCOUNTING.COM

WEB: WWW.LISAHILLTAXANDACCOUNTING.COM

BUSINESS OWNERS INFO WORKSHEET

TAX YEAR _____ EIN # _____

NAME _____ BUSINESS NAME _____

BUSINESS ADDRESS _____

TYPE OF BUSINESS _____ PRODUCT/SERVICE _____

IF YOU HAVE FINANCIAL STATEMENTS AVAILABLE, PLEASE BRING THEM WITH YOU. I WILL NEED CURRENT YEAR PROFIT AND LOSS, CURRENT YEAR BALANCE SHEET, LAST YEAR BALANCE SHEET. IF NO FINANCIAL STATEMENTS ARE AVAILABLE, PLEASE BRING YOUR RECORDS OF INCOME AND EXPENSES. WE WILL MAKE A COPY.

INCOME:

INCOME TOTAL FROM CASH/CHECK SALES
INCOME FROM 1099-MISC. (BRING EACH ONE)
INCOME TOTAL FROM CC SALES (BRING 1099-K)
INCOME FROM BARTER

INVENTORY:

PURCHASES
RETURNS
COST OF ITEMS KEPT FOR YOURSELF
INVENTORY AT BEGINNING OF YEAR
INVENTORY AT END OF YEAR

EXPENSES:

ADVERTISING
AUTO EXPENSES (COST, YEAR PURCHASED, TYPE) (LOAN INTEREST, MAINTENANCE, REPAIRS, TOTAL MILEAGE, BUSINESS MILEAGE)
COMMISSIONS PAID
CONTRACT LABOR (PLEASE PROVIDE 1099-MISC FOR CONTRACT WORKERS)
LIABILITY INSURANCE
INTEREST ON BUSINESS PROPERTY OR BUSINESS LOAN
LEGAL FEES
PROFESSIONAL FEES
OFFICE EXPENSES
RENT OF BUILDING OR EQUIPMENT — LISTED SEPARATELY
REPAIRS
SUPPLIES

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TAX & LICENSE - LISTED SEPARATELY

TRAVEL — HOTELS, AIRFARE, CAR RENTAL, PARKING, - LISTED SEPARATELY

MEALS

ENTERTAINMENT

UTILITIES

WAGES PAID — (PLEASE PROVIDE COPY OF FORMS W2 & W3)

OFFICE IN HOME (ITEMS NEEDED)

TOTAL SQ FT OF HOME

SQ FT OF EXCLUSIVE OFFICE SPACE

HOME INSURANCE

UTILITIES

PROPERTY TAX

MORTGAGE INTEREST

PURCHASE PRICE OF HOME, LESS VALUE OF LAND

DATE PUT INTO SERVICE FOR BUSINESS USE

FEDERAL ESTIMATED TAX - AMOUNT AND DATE PAID OF EACH INSTALLMENT

STATE ESTIMATED TAX — AMOUNT AND DATE PAID OF EACH INSTALLMENT

*For Income Tax Preparation, I do not accept receipts in boxes, bags or un-totaled items. If this is brought in, it will be returned to you. Hourly fees will apply to any bookkeeping type of service that this office provides.