

# Your 2023 Business Worksheet

Please fill out completely and NEVER use any expense more than once. List all expenses at 100%. We will do the math.

Business vehicle expenses go on the Vehicle Worksheet (on reverse), NOT on this one.

If you have an office in your home, personal home expenses go on the Home Office Worksheet.

Business Name: \_\_\_\_\_ Best number to reach owner: \_\_\_\_\_

Total BUSINESS-ONLY Income: \$ \_\_\_\_\_ (Provide 2023 Excise/Sales Tax Returns & all 1099s)

You are required to provide people (not corporations) to whom you paid over \$600 for labor or rent with a 1099 by January 31st every year. The penalties for not doing this can be up to \$10,000. Ask us for help, if needed.

Did you make any payments in 2023 that would require you to file Forms 1099?  Yes  No?

If yes, did you or will you file all required Forms 1099?  Yes  No?

## Expenses -

Advertising \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

*Business insurance, other than health & vehicle.*

*For health insurance see EZ4U Organizer (pg 1).*

Business Mortgage Interest \$ \_\_\_\_\_

Dues & Fees \$ \_\_\_\_\_

Interest- Other biz loans \$ \_\_\_\_\_

*Only interest can be deducted, not loan payments.*

Legal/Professional Svcs \$ \_\_\_\_\_

Licenses \$ \_\_\_\_\_

Materials & Supplies \$ \_\_\_\_\_

Tax Prep N/A

*If we did not prepare your taxes last year, please provide your prior preparer's billing statement.*

LOCAL Business Meals \$ \_\_\_\_\_

*Local business meals are deductible ONLY if you have receipt noting business purpose for the meal.*

Continuing Education \$ \_\_\_\_\_

Office Expenses \$ \_\_\_\_\_

*Bank charges, postage, periodicals, office supplies, etc.*

### RENTALS:

Tools & Equipment \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Repairs/Maintenance \$ \_\_\_\_\_

Subcontractors (written contract!) \$ \_\_\_\_\_

*Does the person work on your time with your tools?*

*If, he/she is probably an Employee, not a Subcontractor.*

Utilities \$ \_\_\_\_\_

*This is the cost of your cell phone, if you have another phone.*

*It can also include utilities paid for an office outside your home.*

### TRAVEL:

Lodging/Airfare/Tips/Taxi \$ \_\_\_\_\_

Meals - For business travel \$ \_\_\_\_\_

*Save more by listing date, city, state, & number of nights.*

EMPLOYERS: We require property tax receipts, excise/sales tax reports and the following payroll reports...

W3, 940, Labor & Industries (4) and Unemployment reports (4). ALSO.....> *Labor & Industries tax withheld from employee's pay: \$ \_\_\_\_\_ # of employees: \_\_\_\_\_*

**Equipment Purchases:** Over \$2,500 per item for Depreciation (under \$2,500 add to categories above)

Mo/Day Put in Service \_\_\_\_\_ Description \_\_\_\_\_ Cost \$ \_\_\_\_\_ % Biz Use \_\_\_\_\_ New or Used?

**Equipment Sold:** Anything that is on your Depreciation/Equipment List for the prior year that was sold in current year:

Mo/Day Sold \_\_\_\_\_ Description \_\_\_\_\_ Sale Price \_\_\_\_\_

### Other Expenses:

If you can't categorize an expense, make a note of description and cost. If you don't have enough room for Equipment Purchases/Sales please add a list with the corresponding info (listed above).

**\*Vehicle Worksheet is on the back!\***



# Your 2023 Business Vehicle Worksheet

Please fill out completely and NEVER use any expense more than once!

**Do not list vehicles unless used in self employment!**

## Required Questions...

Do you have evidence to support this deduction?  Yes or  No

Is the evidence written?  Yes or  No

Do you have another personal use vehicle?  Yes or  No

Do you own the vehicles listed?  Yes or  No

**NOTE:** The IRS computers are sensitive to numbers ending in zero or five.

	Vehicle 1	Vehicle 2	Vehicle 3
Name of Business, Farm or Rental vehicle was used for:	_____	_____	_____
Make/Type	_____	_____	_____
**Total Miles (yr) <i>(ALL including both Business, Personal &amp; Commuting)</i>	_____	_____	_____
**Business ONLY Miles <i>(included in Total Miles, above):</i>	_____	_____	_____
Interest Paid on Loan	_____	_____	_____
Date purchased <i>If this vehicle was NOT used in your taxes for prior year.</i>	_____	_____	_____
Cost <i>including sales tax, if this vehicle was NOT used in your taxes for prior year.</i>	_____	_____	_____
Check one >	<input type="checkbox"/> New or <input type="checkbox"/> Used?	<input type="checkbox"/> New or <input type="checkbox"/> Used?	<input type="checkbox"/> New or <input type="checkbox"/> Used?

**STOP** - We will need your actual expenses in addition to the above information **ONLY** if you use actual expenses. Call us if you don't know. Actual expenses are rarely used...mileage is usually a better deduction in the long run.

	Vehicle 1	Vehicle 2	Vehicle 3
TOTAL for Repairs, Insurance, Registration Gas, Tires, & Oil	_____	_____	_____

Note: If you are AUDITED you will have to provide records showing the business travel (a mileage log) including dates, business purpose and miles driven. You cannot create the records from memory if you are audited because they can date the paper.

*\*We highly recommend using the mileage IQ app. It has very good reviews!\**

**We cannot take an auto deduction for you without this worksheet.**

