



PO Box 1334
Holland, MI 49422

Self Employed Income/Expenses

Name of Proprietor	Business Activity
Business Name	Product or Service
Business Address	Federal I.D. Number (If applicable or new)

- Accounting Method: Cash Basis Accrual Other _____
- Inventory (If applicable) is based on Cost Other _____
- Do you use any part of your home for business (such as a home office)? Yes No
 - Total home square footage: _____
 - Total square footage used for business: _____
- Did you hire any new employees that may qualify for job credits? Yes No
- How many months in business during the year? _____ months

INCOME		COST OF GOODS SOLD (COGS) – if you have inventory	
Total Income Received		Inventory Purchased During Year	
Income Reported on 1099s (Be sure to bring in all 1099s)		End of Year Inventory	
		Above Withdrawn for Personal Use	
		Cost of Labor	
		Materials/Supplies	
Other:		Other:	

EXPENSES			
Advertising		Wages (Not Reported Above)	
Bad Debts		Payroll Taxes	
Bank Charges		Social Security & Medicare	
Vehicle Expense		Unemployment (Fed & State)	
Commissions & Fees Paid		Other Taxes	
Dues & Publications		Real Estate	
Employee Benefit Programs		Personal Property	
Freight (Not included above)		Other:	
Insurance (Business)		Automobile Mileage (Adequate records required)	
Interest (Business)		Total Miles Driven	
Laundry & Cleaning		Business Miles	



Legal & Professional		Parking Expense	
Office Supplies & Postage		Travel (Out of Town)	
Pensions/Profit Sharing		Transportation (Air Fare)	
Utilities		Lodging	
Rent (Business)		Cabs, Bus, Rentals	
Repairs & Maintenance		Other:	
Supplies (Other)		Meals & Entertainment (at 100%)	
Telephone (Business)		Meals & Tip	
Health Ins. (Personal 100%)		Entertainment	
Equipment Purchases (if over \$1,500)		Tickets & Events	
DO NOT INCLUDE THESE ELSEWHERE		Gifts	
Mortgage Interest (Paid to Financial Institution)			
Depreciation – If Predetermined (Attach Schedule)			
Other (Explain):			

NEW EQUIPMENT/CAPITAL IMPROVEMENTS

If during the year you purchased Equipment, Furniture, Vehicles, or made Property Improvements, list below (do not duplicate on form)

Description	Date	Cost	Asset Was		If Trade-In Involved	
			New	Used	Description	Allowance

DEPRECIABLE ASSETS SOLD OR DISPOSED OF

Description	Date Acquired	Original Cost	Date Disposed of	Describe means of Disposal	Amount Received