

Self-Employed Income and Expenses

Use one form for each business and tax year. Enter annual totals in dollars. Write 0 if none and N/A if a section does not apply. Attach extra pages when needed.

Name _____ Tax year _____

Business name _____

Type of business _____

Income

Total self employed income for the year \$ _____

Business expenses

Enter the business portion of each expense. Keep health insurance separate below. Record each expense once; use page 2 for equipment and vehicle details.

Expense category	Examples	Annual amount
Advertising	Business cards, ads and promotions	\$ _____
Contract labor	Payments to freelancers or other contractors	\$ _____
Business insurance	Malpractice or other business coverage	\$ _____
Legal and professional fees	Attorney, accountant and other professional fees	\$ _____
Office expenses	Paper, pens and office supplies	\$ _____
Repairs and maintenance	Cleaning, repairs and maintenance services	\$ _____
Materials and supplies	Materials used in your trade or products	\$ _____
Taxes and licenses	Business taxes, registration and license fees	\$ _____
Travel	Airfare, lodging, taxis, trains and buses	\$ _____
Business meals	Business meal expenses	\$ _____
Electricity	Business portion of electric bills	\$ _____
Gas or fuel utilities	Business portion of gas or heating fuel	\$ _____
Research and publications	Books, journals and trade subscriptions	\$ _____
Communications	Business portion of phone, internet and cable	\$ _____

Health insurance

Health insurance premiums paid \$ _____

Attach contractor names, amounts paid and any Forms 1099 already issued for review. If unsure where an expense belongs, list it under Other expenses on page 2.

Business Expense Details

Name _____ Tax year _____

Vehicle use and expenses

Complete for each business vehicle. Attach another page for additional vehicles.

Vehicle year, make and model _____

Miles for the year Total _____ Business _____ Commuting _____

Expense	Annual amount	Expense	Annual amount
Gas or fuel	\$ _____	Insurance	\$ _____
Repairs and maintenance	\$ _____	Parking and tolls	\$ _____
Vehicle payments	\$ _____	Other vehicle costs	\$ _____

For payments, identify loan or lease: _____

Bring your mileage records and vehicle expense details.

Home office

Total home area _____ sq ft Office area _____ sq ft

Annual rent paid \$ _____ Business use percentage _____ %

Describe how the office space is used _____

Equipment purchases

List each major purchase separately, including computers, furniture and other equipment.

Item or description	Purchase date	Total cost	Business use %
		\$ _____	_____ %
		\$ _____	_____ %
		\$ _____	_____ %

Other expenses

Expense or description	Annual amount
	\$ _____
	\$ _____
	\$ _____