

BUSINESS INFORMATION



Sims Tax Solutions

Business Name: _____
EIN#: _____ Date Business Started: _____
Address: _____
Owner Name: _____

Type: ____ LLC ____ DBA/Sole Proprietor ____ S Corp ____ C Corp ____ Partnership

Assets: (\$2500 or more single item)

Item	Date of Purchase or Service	Cost

Income:

Cash: _____

1099-Misc: _____

Credit (1099K): _____

Other: _____

Expenses:

Advertising: _____

Commission & Fees: _____

Contract Labor: _____

Insurance (other than Health): _____

Interest – {Financial} _____

Mortgage (Paid to Banks, etc.) _____

Other _____

Legal & Professional Services: _____

Office Expenses: _____

Rent or Lease: _____

Vehicles, Machinery/Equipment: _____

Other Business Property:	_____	_____
Repair & Maintenance:	_____	
Supplies:	_____	
Taxes & Licenses:	_____	
Meals Expense:	_____	
Utilities:	_____	
Internet:	_____	
Phone Office & Cellular:	_____	
Other Expenses Not Listed Above:	_____	

Cost of Goods Sold:

Inventory at Beginning of Year:	_____
Purchase:	_____
Cost of Labor:	_____
Materials & Supplies:	_____
Other Costs:	_____
Inventory at End of Year:	_____

Travel Expenses:

Plane or Rail Fares:	_____
Car Rentals, Taxi, Public Transit, Uber:	_____
Lodging, Baggage Charges, Tips, Wifi, etc.	_____

Business Use of Home: YES _____ NO _____

Purchase Price/Value of Home:	_____
Date Home Office Use Began:	_____
Home Insurance/Renters Insurance:	_____

Area Used Regularly and Exclusively for Business: _____

Total Square Feet of Home: _____

Square Feet of Area Used: _____

Mortgage/Interest Rate: _____

Utilities: _____

Additional Expenses (Maintenance, Cleaning, Security, etc.) _____

Entire Home: _____

Include Office Furnishings: Office Only: _____

Car Expenses: ____ YES ____ NO

Actual Expenses (Optional): _____

Gas & Oil Lubrication: _____

Tires, Batteries, Repairs, etc.: _____

Garage Rent, Auto Club, Washing, etc.: _____

Insurance & Licenses: _____

Mileage (Yearly): **{REQUIRED}** _____

Type of Vehicle: _____

Date Used for Business: _____

Total Mileage: _____

Total Business Mileage: _____

Parking & Tolls: _____

Receipts of Income and Expenses **DO NOT** have to be provided to your preparer but should be kept for IRS purposes