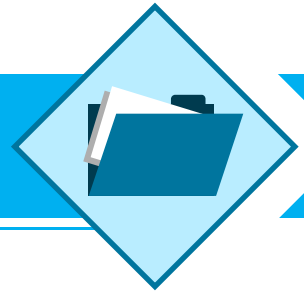


Self-Employed Tax Checklist



Tax filing can be simple, as long as you have the right documents and know what to deduct. If you need help to gather the right stuff, use our checklist to get started. Always keep original documents and make copies of the most important ones.

Remember to keep track of your income and expenses!

You must file an income tax return if your net earnings from self-employment were \$400 or more. If your net earnings from self-employment were less than \$400, you still must file an income tax return if you meet any other filing requirements.

Business Income and Expenses

To file your annual tax return, you'll report your business income and expenses on your personal tax return, you will need to use Schedule C to report your income or loss from a business you operated or a profession you practiced.

Basic Information	Description
<input type="checkbox"/> Personal Records	Full legal name, Social Security number and/or EIN number, address, percent ownership, ownership acquisition date, and distribution details. Also, your spouse and dependent information
<input type="checkbox"/> Accounting Records	Last year's federal and state returns, journal entries, profit and loss statements, balance sheets and estimated payments
<input type="checkbox"/> Income Records	All income, including anything reported on 1099 forms
<input type="checkbox"/> Estimated Tax Payments	All items related to tax payments made during the year
<input type="checkbox"/> General Ledger	Log of accounting data such as accounts payable, accounts receivable, cash management, fixed assets, purchasing and project

Common Expenses

- Advertising
 - Car and Truck
 - Commissions and fees
 - Insurance (other than Health)
 - Interest
 - Legal and Professional Services
 - Office Expense
 - Rent or Lease (for office or equipment)
 - Repairs and Maintenance
 - Supplies
 - Taxes and Licenses
 - Travel
 - Deductible Meals
 - Utilities
 - Wages
 - Internet and Cell Phone
 - Vehicle
 - Health Care Expenses
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