

FORM #2: SELF-EMPLOYMENT INFORMATION SHEET

If you are unsure of the answer to any of these questions, please ask your preparer.

NAME: _____ SSN/EIN/CITY ACCOUNT#: _____
BUSINESS NAME: _____ PROFESSION/PRODUCT: _____
BUSINESS ADDRESS: _____

INCOME

GROSS INCOME (before expenses) IN 2013: _____

EXPENSES

ADVERTISING (i.e. business cards, website, print ads) _____
HEALTH INSURANCE _____
COMMISSIONS AND FEES _____
DID YOU HIRE AN INDEPENDENT CONTRACTOR? Y/N _____
IF YES, WERE YOU REQUIRED TO ISSUE A 1099-MISC? Y/N _____
IF YES, DID YOU DO SO? Y/N _____
INSURANCE (i.e. liability, worker's comp, bonds) _____
MORTGAGE INTEREST (i.e. office, shop you own for business) _____
OTHER INTEREST (i.e. business credit card, other business loans) _____
LEGAL AND PROFESSIONAL SERVICES (i.e. tax prep, lawyer fees, etc) _____
OFFICE EXPENSES (i.e. paper, pens, etc.) _____
RENT OR LEASE (equipment, machinery, vehicles) _____
RENT (business property/office) _____
REPAIRS AND MAINTENANCE (i.e. computer, plumbing, etc.) _____
SUPPLIES (items that have less than 1 year life and not used to produce inventory) _____
TAXES AND LICENSES (i.e. real estate, tri-met, city of portland etc.) _____
WAGES (please give us copies of your payroll reports) _____
LOCAL MEALS AND ENTERTAINMENT (total): _____
LOCAL TRAVEL (i.e. bus or cab fare, rental car): _____
UTILITIES FOR OFFICE SPACE OWNED/RENTED NOT HOME (i.e. gas, electric, trash) _____
INTERNET COST FOR YEAR: _____ BUSINESS-USE %: _____
CELL PHONE COST FOR YEAR: _____ BUSINESS-USE %: _____
DID YOU TRAVEL FOR BUSINESS IN 2013? IF YES, PLEASE FILL OUT OTHER SIDE. _____
DID YOU BUY EQUIPMENT (> 1 year of lifespan) IN 2013? IF YES, PLEASE FILL OUT OTHER SIDE. _____
OTHER EXPENSES (provide some information) _____

BUSINESS BASED INCOME BREAKDOWN:

% OF BUSINESS IN TRIMET (MULTNOMAH, WASHINGTON, AND CLACKAMAS COUNTIES): _____

% OF BUSINESS IN CITY OF PORTLAND: _____

TRAVEL CONTINUED...

WE NEED TO KNOW WHEN AND WHERE YOU WENT AND HOW MUCH YOU SPENT.

DATES	LOCATION	AIRFARE	LODGING	CAB/BUS	OTHER EXPENSES

ADDITIONAL INFORMATION:

EQUIPMENT CONTINUED....

PIECE OF EQUIPMENT PURCHASED IN 2013.

ITEM	DATE OF PURCHASE	COST	BUSINESS USE %

*** DO YOU HAVE INVENTORY? Y/N** ***IF YES, PLEASE ANSWER THE FOLLOWING QUESTIONS:**

COST OF GOODS SOLD

INVENTORY ON JANUARY 1ST, 2013:

TOTAL PURCHASES (less items withdrawn for personal use):

OTHER COSTS DIRECTLY RELATED TO INVENTORY (i.e. supplies/assembly labor):

INVENTORY ON DECEMBER 31ST, 2013:

For Preparer-Use only:	
Accounting Method (cash, accrual, other)	Inventory method (cost, lower of cost, other)
Business started in 2013 (Y/N)	Business was disposed of in 2013 (Y/N)