

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: _____

BUSINESS NAME: _____ PROFESSION/PRODUCT: _____

BUSINESS ADDRESS: _____

INCOME

GROSS INCOME (before expenses) IN 2012: _____

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

COST OF GOODS SOLD

INVENTORY ON JANUARY 1ST, 2012: _____

TOTAL PURCHASES (less items withdrawn for personal use): _____

OTHER COSTS DIRECTLY RELATED TO INVENTORY (i.e. supplies): _____

SHIPPING TO RECEIVE INVENTORY (if not included in TOTAL PURCHASES): _____

INVENTORY ON DECEMBER 31ST, 2012: _____

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) _____

OTHER INTEREST (i.e. business credit card) _____

LEGAL AND PROFESSIONAL SERVICES (i.e. tax prep, lawyer fees, etc) _____

OFFICE EXPENSES (i.e. paper, pens, etc.) _____

RENT OR LEASE (equipment, machinery, vehicles, etc.) _____

RENT (business property/office) _____

REPAIRS AND MAINTENANCE (i.e. computer, plumbing, etc.) _____

SUPPLIES (items that have less than 1 year life) _____

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 (i.e. gas, electric, trash) _____

INTERNET COST FOR YEAR: _____ BUSINESS-USE %: _____

CELL PHONE COST FOR YEAR: _____ BUSINESS-USE %: _____

DID YOU TRAVEL FOR BUSINESS IN 2012? IF YES, PLEASE FILL OUT OTHER SIDE. _____

DID YOU BUY EQUIPMENT (> 1 year of lifespan) IN 2012? IF YES, PLEASE FILL OUT OTHER SIDE. _____

OTHER EXPENSES (provide some information) _____

