

**SELF EMPLOYMENT WORKSHEET**

**GENERAL INFORMATION**

BUSINESS BELONGS TO	TAXPAYER	SPOUSE	BOTH
TYPE OF BUSINESS OR SERVICE:			
BUSINESS NAME:		EIN:	
DO YOU HAVE A SEPARATE BUSINESS BANK ACCOUNT? YES			
ACCOUNTING METHOD:	CASH	ACCRUAL	
DO YOU HAVE INVENTORY? YES			
DID YOU START THIS BUSINESS IN 2022?		YES	START DATE _____
DID YOU CLOSE THIS BUSINESS IN 2022?		YES	END DATE _____

<b>INCOME</b>	\$
GROSS INCOME FROM SELF EMPLOYMENT (INCLUDE CASH, CHECKS, CREDIT CARDS AND OTHER ELECTRIC PAYMENTS, DO NOT ICLUDE W-2/OTHER INCOME NOT FROM SELF EMPLOYMENT)	\$
Did you receive a PPP loan ___YES AMOUNT	Date Received: ___/___/___
Has your PPP loan been forgiven? ___YES	Amount forgiven \$

BUSINESS EXPENSES	\$		\$
<b>ADVERTISING</b> (BUSINESS CARDS, WEB SITE, ADS)	\$	<b>LOCAL MEALS</b>	\$
<b>AUTO</b> —PLEASE FILL OUT AUTO WORKSHEET		<b>LOCAL TRAVEL</b>	\$
<b>BANK FEES/MERCHANT SERVICES</b>	\$	<b>OFFICE AND POSTAGE/SHIPPING</b>	\$
<b>CHILDCARE MEAL LOG</b> —SEE OTHER SIDE		<b>PARKING/TOLLS</b>	\$
<b>COMMISSIONS AND FEES</b>	\$	<b>RENT</b>	\$
<b>CONTRACT LABOR</b> (ANY CONTRACTOR YOU PAID \$600 OR MORE IN 2022 SHOULD RECEIVE A 1099)	\$	<b>REPAIRS AND MAINTENANCE</b>	\$
<b>QUALIFY FOR A 1099? ISSUED?</b>		<b>SOFTWARE</b>	\$
<b>COST OF GOODS SOLD</b> —SEE OTHER SIDE		<b>SUPPLIES AND SMALL TOOLS</b> (LESS THAN 1 YEAR LIFE)	
<b>DUES AND SUBSCRIPTIONS</b>	\$	<b>TAXES - PAYROLL</b>	\$
<b>EMPLOYEE BENEFITS</b>	\$	<b>TAXES AND LICENSES</b> (TRIMET, CITY OF PORTLAND, OFFICE PROPERTY TAX, BUSINESS LICENSE)	\$
<b>EMPLOYEE HEALTH INSURANCE</b>	\$	<b>TRAVEL</b> —SEE OTHER SIDE	
<b>EQUIPMENT</b> —PLEASE SEE OTHER SIDE		<b>UTILITIES</b> (RENTED/OWNED OFFICE SPACE—NOT HOME OFFICE—GAS, ELECTRIC, TRASH, WATER, TV, SECURITY)	
<b>HEALTH INSURANCE PREMIUMS</b> (SELF/FAMILY)	\$	<b>UTILITIES - CELL PHONE</b> TOTAL COST: \$	\$
<b>INSURANCE</b> (OTHER THAN HEALTH OR AUTO LIABILITY, BONDS, WORKERS COMPENSATION)	\$	% BUSINESS USE	
<b>INTEREST</b> (MORTGAGE)	\$	<b>UTILITIES—HOME INTERNET</b> TOTAL COST: \$	\$
<b>INTEREST</b> (OTHER—BUSINESS CREDIT CARDS, LOANS)	\$	% BUSINESS USE	
<b>LAUNDRY/CLEANING/JANATORIAL</b>	\$	<b>WAGES:</b>	\$
<b>LEGAL AND PROFESSIONAL</b> (TAX PREP, CONSULTING)	\$	<b>OTHER:</b>	\$
		<b>OTHER:</b>	\$

**BUSINESS APPORTIONMENT:** -TOTAL DOLLAR AMOUNT EARNED IN CITY OF PORTLAND: \_\_\_\_\_

TOTAL DOLLAR AMOUNT EARNED IN TRIMET  
(CLACKAMAS, MULTNOMAH AND WASHINGTON COUNTIES): \_\_\_\_\_

**TRAVEL EXPENSES**

CITY	# OF	AIRFARE	HOTEL	BUS/TAXI	CAR RENTAL	FUEL	OTHER

**EQUIPMENT**

DESCRIPTION OF ITEM	DATE PURCHASED	COST
		\$
		\$
		\$
		\$
		\$
		\$

**COST OF GOODS SOLD**

DO YOU MANUFACTURE OR PRODUCE A PRODUCT FOR SALE TO CUSTOMERS	YES	NO
DO YOU MAINTAIN INVENTORY	YES	NO
STARTING INVENTORY	\$	
PURCHASES LESS ITEMS WITHDRAWN FOR PERSONAL USE	\$	
COST OF LABOR TO MANUFACTURE OR ASSEMBLE GOODS	\$	
MATERIALS AND SUPPLIES	\$	
ENDING INVENTORY	\$	

**CHILDCARE PROVIDER DAILY MEAL LOG**

	BREAKFASTS	LUNCHESES	DINNERS	SNACKS
NUMBER FOR THE YEAR FOR ALL CHILDREN				

NOTES: