

Asset Purchases / Disposals:

Assets Purchased (Large Purchases)			
Date	Purchase Price	Description	Business %
	\$		
	\$		
	\$		

Assets Sold / Disposed			
Date	Sale Price	Item Sold / Disposed	Sold/Scraped
	\$		
	\$		
	\$		

Travel, Meals, and Entertainment:

- Y N Is there a relevant business purpose?
- Y N Do you have a log with specifics on meals and/or travel, who, where, purpose (*required*)?
- Total Travel (airfare/taxi/hotel/car rental/etc): \$_____ Total Meals/Entertainment: \$_____

Vehicle Information: *Note: In order to deduct mileage for auto expenses on a tax return, a log must be kept which details mileage driven for business purposes. This log would be needed to justify the write off for the expense in the event of an audit.*

- Y N Do you have a written mileage log (*required*)?
- Mileage:** Business Miles _____ Commuting Miles _____ Total Miles _____
- Description of Vehicle:** Year: _____ Make/Model: _____
- Y N Was your vehicle available for personal use during off-duty hours?
- Y N Do you (or your spouse) have another vehicle available for personal use?

Home Office:

- Y N Is a home office used for administrative or management activities?
- Y N Is there any other fixed location where business is conducted?
- If you would like to claim a home office deduction, please provide the following information:
- Purchase price of home: \$_____ Total square feet: _____ Office square feet: _____
- Total of home:** Utilities: \$_____ Insurance: \$_____ Repairs/Maint: \$_____

Additional Information:

- Y N Did you or do you plan to make any self-employed SEP, SIMPLE, or other retirement plan contributions?
- Amount contributed: \$_____ Date of contribution: _____
- Y N Did you pay any self-employed health insurance premiums? Amount: \$_____/month
- Please indicate number of months covered: _____

Signature:

I verify that the information provided in this document is true and correct to the best of my knowledge.

Business Owner Signature

Date