

## Self-Employment Income & Expense Report For Tax Year 2024

This form is for use by a self-employed individual (sole proprietorship), single member limited liability company or qualified joint ventures (operated by a married couple filing a joint tax return). If your business operates as a partnership or Sub S corporation, do not use this form unless requested to do so.

Our goal is to ensure that your tax return is prepared accurately; that is, all income is reported, all deductions to which you are legally entitled are taken, and you pay the least amount of tax required by law.

The Internal Revenue Service (IRS) and Indiana Department of Revenue have significantly increased examinations on tax returns of self-employed persons and has given notice that it will continue stepped-up compliance reviews for the foreseeable future.

To help make the preparation of your tax return accurate, expeditious and save fees for additional work, please read the following policies and procedures. The IRS imposes reporting and record-keeping rules for both taxpayer and professionals, some of which are described in this organizer. It is important that all questions be answered.

- Certain personal expenses, such as mortgage interest, real estate taxes and charitable donations may be deductible on a tax return; however, they are not business operating expenses. *If you used your home or drove your personal car for business, the expenses should be listed on part III of the report.*
- *If you have employees, provide copies of Federal Forms W3, 940, 941 and DWD reports.*
- To minimize accounting bookkeeping errors and costs, *it is strongly recommended you do not mix business and personal expenses, i.e. do not pay personal expenses from the business; rather pay them from your personal account after transferring funds from the business to yourself.*
  - Identify funds taken from your business account as "owners draw"
  - Identify personal funds deposited into your business account as "owner's contribution"
- *If you made payments of \$600 or more during the year to an unincorporated business such as an LLC, an individual, sole proprietor, attorney or landlord you must issue Forms 1099-MISC or 1099-NEC to these businesses or individuals by January 31 each year. If you have not issued them and want us to prepare them for you, contact us.*

### **Regarding Record-keeping and Submission:**

- *Whitewater Group is providing this report for your use in reporting business income and expenses. It is highly recommended that you use this form, as it closely follows IRS submission requirements.*
- Keep any sort of bookkeeping records, like QuickBooks, Excel, paper records, bank statements, receipts, etc. in case of an audit; however, these records do not need to be provided to us unless requested.
- Whitewater Group may be able to provide tax preparation from alternative formats of business records other than this organizer, but additional charges may apply. *If you are unable to complete the Self-Employment Income & Expense Report for your business, please contact us to discuss alternatives including accounting and bookkeeping services.*

**Provide this report with your Personal Client Tax Organizer.**  
**If you own more than one business, a separate report should be provided for each business.**

### Part I – Business Information

Taxpayer Name \_\_\_\_\_

1-1 This business is operated by (check one below):

- Taxpayer       Spouse       Both

1-2 This business was started or acquired (check one below)

- This tax year       Prior to this tax year

1-3 Do you operate the business under your name?

- Yes       No

If no, indicate below the name under which the business operates:

1-4 Does the business have a Federal EIN#?

- Yes       No

If our firm did not prepare your tax return last year, indicate the EIN# below:

1-5 Please provide a brief description of the business product or service below:

1-6 Does the business maintain separate bank account(s) from the owner's personal bank account(s)?

- Yes       No

1-7 Does the business have a separate credit card account from the owner?

- Yes       No

1-8 Does the business (or its owner) engage in bartering for goods or services (either providing or receiving)?

- Yes       No

1-9 Does the business collect and remit sales tax?

- Yes       No

1-10 Is the business operated from your home?

- Yes       No

**If yes, see part III**

1-11 Did you travel out of town for business and stay overnight?

- Yes       No

**If yes, see part III**

1-12 Does the business sell or resell inventory or product made by others?

- Yes       No

**If yes, see part III**

1-13 Does the business use gasoline or diesel fuel for vehicles that are not driven on highways, streets or roads, such as a front loader, skid steer, etc.?

- Yes       No

1-14 Did the business give any one individual a gift of which the value was \$25 or more?

- Yes       No

1-15 Did the business pay any outside services or contractors a total of \$600 or more during the year?

- Yes       No

**If the business paid \$600 or more for services to an individual or LLC, you may be required to file Form 1099-NEC or other form as required.**

1-16 Has the business issued, or will it issue Forms 1099 for the tax year?

- Yes       No

1-17 Did the business purchase any equipment during the year?

- Yes       No

**If yes, see Part III**

1-18 Did the business dispose of any equipment during the year?

- Yes       No

**If yes, see Part III**

## Part II – Income & Operating Expenses

2-1	Total revenue from all sources received	
<p><b>ENSURE YOU INCLUDE ALL BUSINESS INCOME EARNED, INCLUDING CASH &amp; REPORTED TO YOU ON FORMS 1099-NEC, 1099-K OR OTHER FORMS</b></p> <p><b>If you collected sales tax, the amount you collected should be included in the income amount above.</b></p>		
2-2	Income from non-revenue sources, i.e. saving account, investments, etc.	
2-3	Total amount of all refunds given by cash or credit	

**Please indicate total expenses for the year in the categories below. Since different businesses may have unique types of expenses, there is an area provided for categories not listed below. Refer to the [Business Deduction Guideline](#) on our website for more information.**

	Category	Amount
2-3	Advertising & Marketing <i>Includes print media, website design &amp; support, email advertising, etc.</i>	
2-4	Bank Fees & Charges <i>Include bank service fees, merchant credit card fees (if deducted separately from your account)</i>	
2-5	Property, Casualty & Liability Insurance <i>Do not include the cost of owner's health insurance premiums in this area</i>	
2-6	Commissions & Fees paid <i>Commissions and fees paid should be reported on Form 1099 as applicable</i>	
2-7	Computers, Equipment & Furniture <i>List the total amount spent on individual equipment, for which the individual cost was \$499 or less. For individual purchases that exceed \$499, list on Part III</i>	
2-8	Contract Labor/Outside Contractors <i>List the amount paid to an individual or business for performing services for your business. Form of payment includes cash, check, Zelle, Venmo and similar. Note that Form 1099-NEC may be required to be issued to any individual or business that is paid \$600.00 or more during the calendar year.</i>	
2-9	Dues & Subscriptions <i>Includes professional memberships directly related to the business, subscriptions to professional journals, etc. Club memberships, i.e. health or social clubs, are not deductible as either business or personal expenses.</i>	

2-10	<p>Employee Benefit Programs</p> <p><i>Cost for health insurance, employer matching contributions, etc. for the benefit of employees that are paid on a W2. For owner expenses, see Part III</i></p>	
2-11	<p>Legal &amp; Professional Services</p> <p><i>Includes any amount paid to attorneys, accountants, consultants or other services. Note that Form 1099-NEC may be required to be issued to any individual or business that is paid \$600.00 or more during the calendar year.</i></p>	
2-12	<p>Office Expenses</p> <p><i>Supplies consumed in the course of business such as paper, ink, etc. that would normally be purchased at an office supply store. Do not include the purchase of any equipment such as computers, printer, etc. in this section; report them in Part III.</i></p>	
2-13	<p>Rent or Lease of Equipment (not including vehicles)</p> <p><i>Includes leased office or off-site storage space, machinery or other equipment used in the business.</i></p>	
2-14	<p>Repairs &amp; Maintenance to Equipment &amp; Property used daily in the business</p> <p><i>Does not include maintenance or repairs to your home, home office or your vehicle</i></p>	
2-15	<p>Supplies</p> <p><i>Include supplies routinely needed that may be unique to your business, such as shipping supplies, small tools, etc.</i></p>	
2-16	<p>Taxes &amp; Licenses</p> <p><i>Includes payroll taxes, sales tax remitted last year, and licenses required to operate the business</i></p>	
2-17	<p>Software</p> <p><i>If the cost of any individual item is over \$500, enter on Part III</i></p>	
2-18	<p>Utilities for the business rented office and/or warehouse space (if your office is not in your home)</p> <p><i>You may include gas, electricity, etc. as paid for space that was not in your home. For home utilities, see Part III</i></p>	
2-19	<p>Meals</p> <p><i>All business meals except those while traveling out-of-town overnight. Your receipt should be noted to include who was present and the business purpose.</i></p>	

2-20	Wages paid to employees <i>Provide copies of Forms W3, 940, 941 &amp; Unemployment Note: Self-employed persons are prohibited by law from payment of wages on a W2</i>	
2-21	Cell Phone <i>The amount paid for the portion your personal cell phone, multiplied by the business percentage of use.</i>	
2-22	Vehicle Expense <i>For 100% business vehicle use. Do not include auto or truck payments</i>	
2-24	Auto or Truck Payments	
Use area below for categories of operating expenses that are not listed above		
2-26		
2-27		
2-28		
2-29		
2-30		

**Please indicate any additional information or questions regarding the business**

### Part III – Supplemental Information

**Complete this section if any of the following apply to your business:**

- You use your personal vehicle for business
- You operate your business from your home
- The business purchases inventory for resale
- Equipment was purchased or removed from service during the year, i.e. computer or other
- You paid for your own health insurance
- You traveled out-of-town and stayed one or more nights away from home
- Your business manufactures/fabricates or purchases product from others for resale

#### 3-1 Use of Your personal Vehicle(s) for Your Business.

**If your vehicle is owned by the business and/or used 100% by the business (no personal use), report expenses in Part II**

	Vehicle #1	Vehicle #2 (if applicable)
Year & make of vehicle		
Total business miles driven 1/1—12/31		
Amount paid for parking & tolls for the year (\$)		
<i>The IRS requires the following questions be answered on the tax return:</i>		
	<b>Yes</b>	<b>No</b>
Do you have another vehicle available for your use?		
Do you have written evidence to support the mileage reported?		

#### 3-2 Operating Your Business from Your Home

The portion of your home that you use regularly and exclusively for your business (and not used for any other purpose) may be deductible. By completing all the information below, we are able to select the deduction method most advantageous to you.

Square footage of the office space	
Square footage of the entire home	
Number of months the space was used	_____ months
<b>Utility</b>	<b>Amount Paid for the Year</b>
Electricity	
Natural Gas	
Internet	
Security	
Insurance	

If you made improvements to your home office such as painting, carpet, or other improvements, list them below. Note the improvements listed must be only for your home office, not the entire home.

Date	Description	Amount Paid

### 3-3 Equipment Purchased for Service

Provide information on any machinery or equipment purchased during the tax year that has a useful life of greater than one year, for example, computers or printers.

Description	Purchase Date	% Business Use	Total Paid

### 3-4 Equipment Removed from Service

In the space below indicate disposition of any equipment purchased in prior years that the business discontinued using during the last year.

Description	Purchase	Discontinued Use Date	Amount Received



### 3-5 Health Insurance Coverage for the Business Owner

If you paid for health insurance for yourself and your family, complete the information below.

Was your healthcare insurance purchased through the Marketplace (Healthcare.gov)?

Yes       No

<b>Premium you paid for your healthcare insurance for the entire year</b>	
<b>Premium paid for your spouse and family healthcare insurance for the entire year</b>	

### 3-6 Out-of-town Business Travel

Expenses detailed here are for out-of-town travel only that include at least one night overnight. Other travel (in-town) should be included in operating expenses (Part II)

<b>Category</b>	<b>Total Expense for the Year</b>
Airfare	
Hotels & lodging (not including meals)	
Bus, train, taxi, ride-share	
Meals	
Rental car	
Gas, tolls, parking	
Other (specify)	

### 3-7 Inventory and Cost of Goods Reconciliation

Use this section if you manufacture, fabricate or purchase inventory for resale

Beginning or opening inventory value (January 1)	
<i>Note: This should be the same as the ending inventory last year</i>	
Inventory purchases made during the year (include supplies and materials for use in manufacturing or fabrication of products that you sell.)	
Amount of inventory withdrawn for personal use	
Inventory value at the end of the year (December 31) year (include supplies and materials for use in manufacturing or fabrication of products that have not yet been used).	

Do you pay an employee or outside contractor to assist in the manufacture or fabrication of a product that you sell?

Yes       No