

SELF-EMPLOYMENT (OR HOBBY) INCOME & EXPENSES



Brent Financial Group, LLC
 70 E Main St
 Wappingers Falls, NY 12590
 phone: 845.297.1040
 fax: 845.298.0695
 www.BrentFinancial.com

Client Name: _____

Tax Year: _____

INCOME

General business information

Date Business Started	
Business Activity	
States/Counties where Earned	

Income you received

Sales of Inventory	
All Other Income	
Customer Refunds/Returns	

If you maintain an inventory for sale:

Cost of Inventory on Hand Jan 1	
Total Inventory Purchases	
Cost of Items Used Personally	
Cost of Items Returned to Supplier	
Cost of Items Broken/Unsalable	
Cost of Items Lost/Stolen	
Cost of Inventory on Hand Dec 31	

EQUIPMENT PURCHASED

Description (include make/model)	New/ Used	Cost	Purchase Date	Date Install/Deliver
		\$		
		\$		
		\$		
		\$		

FIRST YEAR INFORMATION

If this is the first year you have the business **OR** the first year that Brent Financial Group is preparing your tax return, please provide the following information:

Bring in any documentation related to forming your business, including:

- State Filings
- IRS Employer Identification Number (EIN) Letter
- "DBA"/Assumed Name filing receipt
- Business Documents (corporate book, partnership agreement, etc.)
- IRS and NY S Corporation Status Letter

CURRENT YEAR EXPENSES

ADVERTISING

Business Cards	
Customer Lists	
Direct Mail (Cards, Postage)	
Website Hosting	

Website Registration	
Print Ads / Yellow Pages	
Email Service	

OFFICE EXPENSES

Answering Service	
Computer Supplies (Consumables)	
Office Supplies (Consumables)	

Photocopying / Printing	
Shipping / Postage (non-advertising)	

BUSINESS SERVICES

Business cell phone (2nd line only)	
Business landline (2nd line only)	
Rent (Vehicle/Machinery)	

Rent (Office/Building)	
Supplies (non-office)	

PROFESSIONAL FEES

Legal Fees	
Tax Prep / Accounting	

Repairs / Maintenance	

TAXES / LICENSES

NY MTA (MCTMT) Tax	
LLC Annual Fee	
Biennial Statement Fee	
State sales tax paid	
Professional Licenses	

Professional Education (CPE)	
Seminars / Training	
Professional Organizations	
Trade Publications	

EMPLOYEES / CONTRACTORS

Contract Labor	
Employee Wages	

OTHER

Business Gifts (max \$25 per person)	
Insurance (E&O, Liability, etc.)	
Insurance (Health)	

Business Credit Card Interest	

If you have employees, provide copies of W-2s and payroll tax returns (federal and state).

If you paid contractors, provide any W-9 forms you obtained.

If you collected state sales tax, provide copies of any sales tax returns filed.

If applicable, also complete: **Vehicle, Meal, Travel & Entertainment worksheet**
 Home Office worksheet