

**B & R Tax Accounting Services**  
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## Sole Proprietorship Tax Organizer

### Sole Proprietor General Information

Name of sole proprietor

Business name (if different)

EIN (if applicable)

Business address (if different from home address)

Principal business activity

Date business started

Accounting method:

Cash

Accrual

Other (specify)

### Sole Proprietor Business Income

Gross receipts or sales (if you received Forms 1099-MISC, list name of payer and amount separately from gross receipts or sales)

\$

Form 1099-MISC

\$

Form 1099-K

\$

Returns & allowances

\$

Other income (not included in gross receipts above)

\$

### Sole Proprietor Cost of Goods Sold (for manufacturers, wholesalers, and businesses that make, buy, or sell goods)

Inventory at the beginning of the year

\$

Purchases

\$

Cost of labor

\$

Materials and supplies

\$

Inventory at the end of the year

\$

### Sole Proprietor Business Expenses

Advertising

\$

Meals - business

\$

Bad debts

\$

Office supplies

\$

Bank charges

\$

Start-up costs (first year of business)

\$

Business licenses

\$

Pension and profit sharing plans

\$

Commissions and fees

\$

Rent or lease - car, machinery, equipment

\$

Contract labor (1)

\$

Rent or lease - other business property

\$

Employee benefit programs

\$

Repairs and maintenance

\$

Employee health care plans

\$

Supplies (not included in inventory cost)

\$

Entertainment(2)

\$

Taxes - payroll (1)

\$

Gifts

\$

Taxes - property

\$

Insurance (other than health insurance)

\$

Taxes - sales

\$

Interest - mortgage

\$

Taxes - state

\$

Interest - other

\$

Telephone

\$

Internet service

\$

Utilities

\$

Legal and professional services

\$

Wages (1)

\$

Management fees

\$

Other

\$

(1) Provide copies of Form W3, Form 940, Form 941, Form 1096, Form 1099 MISC, and any state tax forms filed.

(2) Entertainment is no longer deductible for taxes.

Equipment Sold or Disposed of During Year				
Asset	Date out of service	Date sold	Selling price/FMV	Trade-in?

Disposition of property. A disposition of property occurs when you sell property, you exchange property for other property, you transfer property to satisfy a debt, you abandon property, your bank forecloses or repossesses your property, or your property is damaged, destroyed, or stolen and you receive property or money in payment.

**Business Use of the Home**

Area of home must exclusively used for business except for storage or day care. Note: Managing rental activities or investments does not qualify for business use of the home.

<i>All Taxpayers</i>	<i>For Day Care Only</i>
Business use area (square footage)	Hours used for day care
Total area of home (square footage)	Total hours in year

Enter below only the expenses paid during the period the home was used for business

**Direct expenses** benefit only the business use portion of the home. This includes painting/repairs exclusively for the business area.

**Indirect expenses** are for keeping up and running the entire home such as mortgage interest and property taxes.

If you bought or sold your home during 2019, copy this worksheet and fill out one for each home.

	<i>Direct</i>	<i>Indirect</i>
Repairs and maintenance	\$	\$
Utilities	\$	\$
Other	\$	\$
Other	\$	\$