

TAXLAND USA LLC  
DBA SNS SERVICES

## **SELF EMPLOYMENT WORKSHEET**

**CLIENT NAME:** \_\_\_\_\_

1.) ARE YOU SELF EMPLOYED? YES ( ) NO ( )  
2.) DID YOU RECEIVE A FORM 1099 FROM AN EMPLOYER? YES ( ) NO ( )

**NAME OF YOUR BUSINESS:** \_\_\_\_\_

3.) WHAT CLASSIFICATION IS YOUR BUSINESS? (CIRCLE ONE BELOW)

- A. SOLE PROPRIETOR
- B. SINGLE MEMBER LLC
- C. MULTI MEMBER LLC

4.) WHAT YEAR DID YOU START YOUR BUSINESS?  
\_\_\_\_\_

5.) DOES YOUR BUSINESS HAVE A LICENSE? YES ( ) NO ( )  
6.) DO YOU OPERATE THROUGH A BUSINESS BANK ACCOUNT? YES ( ) NO ( )  
7.) CAN YOU PROVIDE BUSINESS BACK STATEMENTS? YES ( ) NO ( )  
8.) DOES YOUR BUSINESS OPERATE OUT OF YOUR HOME? YES ( ) NO ( )  
9.) DO YOU USE A VEHICLE WITH YOUR BUSINESS? YES ( ) NO ( )  
10.) DO YOU KEEP TRACK OF BUSINESS MILES ON THE VEHICLE? YES ( ) NO ( )  
    A. IF YES, HOW MANY BUSINESS MILES DID YOU DRIVE FOR THE YEAR? \_\_\_\_\_  
11.) HOW DO YOU KEEP TRACK OF YOUR INCOME AND YOUR EXPENSES WITH YOUR BUSINESS? \_\_\_\_\_  
12.) ROUGHLY, HOW MANY CLIENTS DOES YOUR BUSINESS HAVE? \_\_\_\_\_  
13.) WHAT SERVICES DOES YOUR BUSINESS PROVIDE?  
\_\_\_\_\_  
14.) WHAT DOCUMENTATION CAN YOU PROVIDE TO YOUR PREPARER TO PROVE INCOME AND EXPENSES FOR YOUR BUSINESS?  
\_\_\_\_\_

**TAXPAYER SIGNATURE:** \_\_\_\_\_

\*\*\*PLEASE PROVIDE A BREAK DOWN OF YOUR INCOME AND EXPENSES ON THE FOLLOWING FORM FOR YOUR BUSINESS.\*\*\*

## **INCOME AND EXPENSES**

ADVERTISING	
CAR / TRUCK EXPENSES	
CONTRACT LABOR	
INSURANCE	
MORTGAGE INTEREST	
LEGAL AND PROFESSIONAL FEES	
OFFICE EXPENSES	
RENT	
RENT VEHICLE, MACHINERY	
REPAIRS / MAINTENANCE	
SUPPLIES	
TAXES / LICENSES	
TRAVEL	
MEALS 50%	
MEALS 80%	
UTILITIES	
WAGES	
TOTAL INCOME	\$
TOTAL EXPENSES	\$

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TAXPAYER SIGNATURE