

Self-Employment Worksheet – Complete Before Appointment!

INCOME

Form 1099-NEC _____
Form 1099-Misc _____
Other (Cash, checks, etc.) _____
TOTAL INCOME _____

EXPENSES

Advertising	_____	Rent or lease	_____
Commissions & Fees	_____	Equipment	_____
Insurance	_____	Other business property	_____
Interest	_____	Repairs and maintenance	_____
Mortgage	_____	Supplies	_____
Other	_____	Taxes and licenses	_____
Professional services	_____	Utilities	_____
Office expense	_____	Other (_____)	_____
		Other (_____)	_____
TOTAL EXPENSES	_____		

VEHICLE INFORMATION:

Mileage:
Business _____ Commuting* _____ Other _____
*Miles from home to the first stop and from the last stop to home are considered commuting miles.

	<u>Yes</u>	<u>No</u>
Was your vehicle available for personal use during off-duty hours?	_____	_____
Do you (or your spouse) have another vehicle for personal use?	_____	_____
Do you have written evidence to support your claim?	_____	_____

BUSINESS USE OF HOME:

To claim these business expenses, the part of your home used for business must be used **exclusively** and **regularly** for business purposes. For in-home daycare providers, the usage need not be exclusive. At VITA, we use the IRS simplified method which simply allows you to claim an expense of \$5 per square foot up to 300 square feet or \$1500.

Total area of home (sq ft): _____ Business area (sq. ft. _____

Daycare providers:

Were you open all year? _____ Actual number of days open _____
Hours per day open _____

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