

Self Employment Income & Single Member LLC Organizer

This self-employment organizer will assist you with organization of your business information and records. The IRS imposes reporting and record-keeping rules, some of which are described in this Organizer. It is important you answer all questions contained in the Organizer.

- Certain personal expenses such as charity, home mortgage expenses and real estate taxes, may be deductible on your tax return; however these expenses should not be shown as business expenses on page 3. If you used your home for your business, please complete the Business Use of Home Worksheet on page 5.
- If you use **QuickBooks, Quicken or Excel**, you can provide us with a backup file of your records rather than completing the income, expense, and balance sheet sections of this organizer.
- **If you would like our accounting staff to prepare a business profit and loss for you**, we will need you to provide us with the following documents:
 - Business bank statements for all months of the year
 - Credit card statements (for business-use credit cards)
 - Receipts for cash purchases not shown on bank or credit card statements
 - Checkbook register (Identify all checks by entering an expense category in the memo section)
- **If you have employees**, please bring copies of the following documents:
 - Form W-3 (This form is filed with W-2s to report total annual payroll)
 - Federal Form 940 (FUTA) – Calendar year 2020
 - Federal Form 941 (FICA) quarterly reports for periods ending 3/31, 6/30, 9/30 & 12/31 of 2020
 - Oregon Combined Quarterly Reports (other states if applicable) for periods ending 3/31, 6/30, 9/30 and 12/31 of 2020
- **To minimize accounting and bookkeeping errors and costs**, we strongly recommend you do not mix personal and business expenses. You may transfer funds to and from your business and personal accounts.
 - Identify a personal withdrawal of funds from your business account as “Owner Draw”
 - Identify a deposit of personal funds to your business account as “Owner Contribution”
- **If you made payments of \$600 or more during the year** to an attorney or an unincorporated business such as an LLC, a sole-proprietor or landlord, you must issue Forms 1099-NEC to these businesses or individuals. **Did you issue Forms 1099-NEC where so required?** Yes No
 If not, do you want us to prepare **Forms 1099-NEC** for you? Yes No

Information about your self-employment or business activity

This business belongs to: Taxpayer <input type="checkbox"/> Spouse <input type="checkbox"/> Both <input type="checkbox"/>		
Describe your principal business or profession:		
Business name (if DBA):		
Business address:		
Employer I.D. number (EIN if you have one)		
Accounting method:	Cash <input type="checkbox"/>	Accrual <input type="checkbox"/> Other <input type="checkbox"/>
Inventory method:	Cost <input type="checkbox"/>	Lower of Cost or Market <input type="checkbox"/> Other <input type="checkbox"/>
Did you "materially participate" in the operation of this business?		Yes <input type="checkbox"/> No <input type="checkbox"/>
What year _____	and in what state _____	did you start or acquire this business?

Income

What were your gross receipts or sales for the year?	\$
What portion of your receipts was reported on Form 1099K?	\$
What portion of gross sales listed above was refunded or returned?	\$
Did you have any other income from this business activity not included in gross receipts above?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:

Cost of Goods Sold (COGS)

Business such as restaurants, retail sales and manufacturing generally must account for COGS.

COGS includes all costs associated with manufacturing a product or purchasing a product for resale.

Do you manufacture or produce a product for sale to customers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you operate a wholesale or retail business where you maintain an inventory of goods?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did you change your method of counting inventory during the year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What was your opening cost of inventory on the first day of the year?		
What were your purchases of product (less cost of items withdrawn for personal use)?		
Cost of labor related to sale or production of goods held for sale		
Materials and supplies used in manufacture or sales production		
Closing inventory at end of year		
<i>Preparer use only</i>	Net COGS	\$

Business Expenses	\$
Advertising	
Auto (Complete auto worksheet , page 6)	
Bank fees and charges	
Cell phone (100% of cost) \$ _____ (x Business use _____ %) =	
Commissions and fees	
Computers, equipment, furniture (Complete the Asset Depreciation Worksheet shown on page 3)	
Contract labor (You must issue a 1099 Misc to any unincorporated entity to whom you paid \$600 or more for the year)	
Dues and Subscriptions	
Employee benefit programs	
Health Insurance (employee)	
Health Insurance (self/family)	
Insurance (other than health)	
Internet service	
Interest – Mortgage (<i>business- not home</i>)	
Interest – Business credit cards	
Interest – Business loans/credit line	
Laundry/cleaning/janitorial	
Legal and professional services	
Local (in-town) business meals (Enter travel meal expense on Page 3)	
Entertainment is not deductible	
Merchant credit card fees	
Office expense (Do not include equipment costing more than \$500 per item – use Asset Depreciation Worksheet on page 3)	
Parking & tolls	
Postage & shipping	
Professional education & training	
Rent (office, leasehold, storage) (1099-MISC to unincorporated payees required)	
Rent or lease (vehicles, machinery, and equipment)	
Repairs and maintenance	
Software (if cost is over \$500, enter on Asset Depreciation Worksheet on page 3)	

Business Expenses	\$
Supplies and small tools (Items that cost more than \$500 must be listed on Depreciation Worksheet on page 3)	
Taxes - Local & business licenses (eg. City, Trimet, personal property)	
Taxes - Payroll (941, 940 & OR)	
Taxes – Other (<i>business - not personal</i>)	
Annual business registration fees	
Telephone expense (land line) (Do not include cost of main home phone line)	
Travel (Complete Travel Expense Worksheet on Page 5 of this organizer)	
Utilities (Do not include home office)	
Wages (W-2s issued to employees) Provide copies of W-3, Annual 940 & Quarterly 941 reports filed.)	
Website maintenance & support	
Other expenses (Describe)	
Reconciliation to Drake (Preparer use only)	
Total Expenses (per worksheet)	
Total Income (per worksheet)	
Net COGS (per worksheet)	
Net income or loss (per worksheet)	
Depreciation (per Drake)	
50% of meals (per Drake)	
Last year's Tax prep fee (pro-rated per Drake)	
Auto expense (per Drake)	
Home office expense (per Drake)	
Net income or loss (per Drake)	
Difference (should be \$0)	

Asset Depreciation Worksheet

- You must report the purchase and disposition of all assets you used in your business.
- For each asset costing \$500 or more that was bought or sold, provide the following information:

Assets purchased during the year

Assets sold or disposed of during the year

Description	Date Bought	Cost	Description	Disposition date	Sales price

Travel Expense Worksheet

Meal Per Diem (Important facts)

- For each day you traveled away from home for business outside the metro area, you may claim the actual cost of your lodging and meals. For meals only, you may claim a daily per diem amount instead of the actual costs.
- If you paid travel expenses for your employees outside the metro area, you may choose between claiming the actual cost of employee meals and lodging; or you can reimburse the employee a daily per diem amount for meals and lodging.
- The daily per diem amount varies depending on the city and country you and/or your employee traveled to. Please provide a detailing of each city that you or your employee travelled to for business during the year and the number of days in each city.
- You can alternate between actual expenses and the per diem method for each business trip; however you may not use both per diem and actual for the same business trip.
- A partial per diem is allowed when you travel outside the metro area for less than a full day.

City visited	# of days in city	Daily rate	Total per diem	City visited	# of days in city	Daily rate	Total per diem
				(Preparer use only) Total per diem allowable			

Travel Expenses		\$	Travel Expenses		\$
Airfare			Meals - actual receipts <i>(Do not include cost of meals where you are claiming the daily per diem rate)</i>		
Bus, train, taxi			Other travel <i>(describe below)</i>		
Entertainment is not deductible					
Lodging					
Parking & tolls			(Preparer use only) Total travel		

Business Use of Automobile

Documentation must be kept to prove business use of vehicles

If you used your automobile for active conduct of your business, you can claim expenses for business use of your vehicle. You must have proof of business use in the form of a mileage log or a written calendar unless you can show your vehicle was 100% business use.

You may be eligible to claim a standard mileage rate or claim actual operational expenses for your vehicle. In either case, you must maintain written records to support your deduction.

Section A

Provide the following information for each vehicle you used for your business

Purchase price of vehicle	\$
Description (<i>Model and year of vehicle</i>)	
Date vehicle was first used in your business	
For this tax year only , enter the number of miles your vehicle was used for:	
Business miles (not including commute miles)	
Commuting miles (miles you drove to/from main work location)	
Total of all miles you put on the car for the year	
Interest paid on auto loan used to purchase this vehicle	\$
Was the vehicle available for personal use? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is another personal-use auto available? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was the standard mileage rate used last year? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Automobile Expenses

Mileage reimbursement amount you paid to employees for the year.	\$		
(Provide these expenses if you are NOT claiming the standard mileage rate)			
Garage rent	\$	Repairs	\$
Gas		Tires	
Insurance		Tolls	
Licenses		Registration fees	
Oil		Other expenses (list):	
Parking fees			
Lease payments			

Child Day Care Provider Daily Meal Log

If you operated a child daycare business, you can claim a daily per-diem amount for the cost of meals you gave to children in the course of your business. For each child for whom you provided meals, please provide a log which contains all of the information shown here.

Name of Child	Date	Time in	Time Out	Number of Breakfasts	Number of Lunches	Number of Dinners	Number of Snacks

Business Use of Home

Did you use a portion of your home for regular and exclusive business use? Yes No

If yes, please provide the following additional information:

Purchase price of Home	\$
Cost of improvements to home since you purchased it.	
Value of the land your home is built on.	

Area of home used regularly and exclusively for business	_____	Square Feet
Total area of home	_____	Square Feet

Did you claim office-in-home expenses last year? Yes No

Deductible mortgage interest paid (*for entire home*) \$

Real estate taxes paid (*for entire home*)

Mortgage insurance

Insurance paid (*for entire home*)

Rent paid (*for entire home*)

Repairs and maintenance (*for entire home*)

Repairs and maintenance allocable directly to business-use area of home only

Utilities

Other expenses: Describe \$

Date you first used your home for business _____ *Month* _____ *Year*

If you use your home for operating a child daycare business, enter the total hours during the year that children were using your income. _____ *Hours for the year*

Did you live in the home all year? Yes No

If no, enter the dates you lived in the home _____ to _____