

General Info

Q	A
Name Of Business Owner	
Business Name (if different)	
Business Tax ID Number (if you have one)	
Business Address (if different than home)	
Principal Business Activity (i.e. what do you do?)	
Principal Product Or Service	
Was the Primary Purpose of the Business to realize a profit? Note: If you answer "No", you have a hobby and not a business.	
Did you make any payments of \$600 or more to a non-corporate entity? If yes, please provide a copy of the 1099-MISC you issued to that person.	
Did you pay for your own health/dental insurance? If Yes, provide amount of premiums paid during the year.	
Did you have any employees (other than yourself)?	
Did you have any bartering transactions during the tax year?	
Did you drive your car for work (non-commuting) in this business? If yes, please fill out the BusinessMileage tab / worksheet	
Did you use a portion of your primary residence exclusively for business purposes? If yes, please fill out the HomeOffice tab / worksheet	
Did you purchase any assets for use in this business? Asset purchases are generally those over \$200 and with a life of longer than 1 year. If yes, please list them in the AssetPurchases tab / worksheet and do not include them in the IncomeExpenses tab / worksheet	
Did you sell any business assets or convert any business assets to personal use? If yes, please provide a list of those assets, their sale price, and the date sold (or converted).	
Did you receive a PPP loan in 2020?	
Do you qualify for the employee retention credit for 2020?	

[Link](#)

[Link](#)

Income Expenses

Income

Item	Amount	Comment
Gross Receipts included on a 1099-MISC		
Gross Receipts non included on a 1099-MISC		
TOTAL INCOME	\$ -	

Expenses (list assets with a life > 1 year on the Asset Purchases tab instead of listing here)

Item	Amount	Comment
Cost of Goods Sold		If you maintain an inventory which you mark up only. In this field, enter st of yr inv value, purchases for the yr, and end of yr inv value. End = St + Purch - COGS
Advertising		Include fees paid for marketing, printing, or Google AdWords or other online pay-per-click ads
Car & Truck Expenses		Enter parking & tolls (business) here. See business mileage worksheet below which I will then convert to \$\$ and add here for you.
Commissions & Fees		
Depreciation		I'll take care of this one if relevant based on the assets listed in the AssetPurchases tab this year and in previous years
Business Insurance		Include property / liability / general business
Self-Employed Health Insurance Expenses		If you are self-employed and paying for health insurance personally or through the business only.
Interest		Business credit cards or other loans. Personal interest does not qualify.
Legal & Professional Services		
Rent or Lease Expenses		Describe these here if you enter a number for rent or lease (e.g. auto lease, office space, domain hosting space, etc.)
Repairs & Maintenance		
Office		Think office supplies here.
Supplies		Non-office-related product purchases, necessary for business, with a life of less than 1 year
Taxes & Licenses		
Travel		Air / Hotel for business purposes
Local Meals		Must have receipt + business purpose + attendees. Entertainment expenses are no longer deductible. Please exclude any entertainment portion.
Out of town Meals		For your meals when traveling overnight out of town on business. Alternatively, provide a separate log of out-of-town travel for per-diem method.
Utilities		Include cell phone / internet expenses here but be sure to allocate some to personal use. Do not enter anything that is included in the HomeOffice tab
Postage / Shipping		
Education / Training		Describe what the expense was for here.
Business Gifts		If to individuals, limited to \$25 per person per year.
Professional Dues		
Other (describe in comments)		
Other (describe in comments)		
Other (describe in comments)		
Other (describe in comments)		
Other (describe in comments)		
Other (describe in comments)		
TOTAL EXPENSES	\$ -	

Business Mileage

Business Mileage (All information is required. Don't leave any blanks)

Auto Make & Model	
Date First Used For Business (approx)	
Business Miles Driven (1/1 - 12/31)	
Non-Business Miles Driven (1/1 - 12/31)	
Do you have evidence to support business miles (i.e. a mileage log)	
Is it written?	

Auto Make & Model	
Date First Used For Business (approx)	
Business Miles Driven (1/1 - 12/31)	
Non-Business Miles Driven (1/1 - 12/31)	
Do you have evidence to support business miles (i.e. a mileage log)	
Is it written?	

Auto Make & Model	
Date First Used For Business (approx)	
Business Miles Driven (1/1 - 12/31)	
Non-Business Miles Driven (1/1 - 12/31)	
Do you have evidence to support business miles (i.e. a mileage log)	
Is it written?	

Auto Make & Model	
Date First Used For Business (approx)	
Business Miles Driven (1/1 - 12/31)	
Non-Business Miles Driven (1/1 - 12/31)	
Do you have evidence to support business miles (i.e. a mileage log)	
Is it written?	

Home Office

Home Office Expenses

1	Do you have a home office used exclusively for this business?	
2	Do you wish to use the Simplified Home Office Deduction? If yes, see note below and answer q. 4-8 only.	
3	Do you own the home in which this office exists?	
3a	If you own, what was the purchase price plus closing costs for your home (attach HUD-1 form)?	
3b	If you own, what % of the home's value is allocated to the building (vs. the land)?	
4	On what date was this office first used for business?	
5	Sq Ft or number of rooms of your home exclusively used by this business	
6	Sq Ft or number of rooms of your home in total	
7	Pct business use.	#DIV/0!
8	Have you claimed a home office deduction in previous years for this business in this home?	
9	If you rent, what was the total amount of rent paid for this home for the year?	
10	What was the total amount of homeowner's / renter's insurance paid for this home for the year?	
11	What was the total amount of utilities you paid for your entire home this year (must have proof)?	
12	What was the total amount of expenses directly related to the office (2nd phone line, internet, etc.)?	

If you claimed the same space in your home as a home office last year and PWA prepared your taxes, you may skip questions 3, 3a, 3b, and 4. If you are electing to use the Simplified home office deduction, you only need to answer questions 4-8 (and again, can skip #4 if you claimed this same space last year). If you're not claiming the simplified deduction, make sure you also answer questions 9-12.

The Simplified Home Office Deduction gives you \$5 per square foot up to 300 square feet. Depreciation of your home is not required. Tracking and substantiating utilities, insurance, mortgage, rent, and other expenses is also not required.

On Line 12, do not duplicate any amounts that are already entered in the InomeExpense tab/worksheet.

Asset Purchase

Assets Purchased (list all items purchased that cost more than \$200 and have a life > 1 year including software).

Item	Date Purchased	Purchased New?	Date Placed In Service	Comment	Cost	Business Use Percent	Business Cost
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
TOTALS					\$ -		\$ -