

FORM #2: SELF-EMPLOYMENT INFORMATION SHEET

NAME: _____ SSN/EIN: _____
BUSINESS NAME: _____ PROFESSION/PRODUCT: _____
BUSINESS ADDRESS: _____

INCOME

GROSS INCOME (before expenses) IN 2011: _____

*DO YOU HAVE INVENTORY? Y/N *IF YES, PLEASE ANSWER THE FOLLOWING QUESTIONS:

COST OF GOODS SOLD

INVENTORY ON JANUARY 1ST, 2011: _____
TOTAL PURCHASES (less items withdrawn for personal use): _____
OTHER COSTS DIRECTLY RELATED TO INVENTORY (i.e. supplies): _____
SHIPPING TO RECEIVE INVENTORY (if not included in TOTAL PURCHASES): _____
INVENTORY ON DECEMBER 31ST, 2011: _____

EXPENSES

HOW MUCH DID YOU SPEND ON THE FOLLOWING?:

ADVERTISING (i.e. business cards, website, print ads) _____
CAR AND TRUCK (please fill out Form 4) _____
COMMISSIONS AND FEES _____
CONTRACT LABOR (i.e. 1099's issued) _____
INSURANCE (i.e. liability, worker's comp, bonds) _____
MORTGAGE INTEREST (i.e. office, shop) _____
OTHER INTEREST (i.e. business credit card) _____
LEGAL AND PROFESSIONAL SERVICES (i.e. tax prep, lawyer fees, etc) _____
OFFICE EXPENSES (i.e. paper, pens, etc.) _____
RENT OR LEASE (equipment, machinery, vehicles, etc.) _____
RENT (business property/office) _____
REPAIRS AND MAINTENANCE (i.e. computer, plumbing, etc.) _____
SUPPLIES (items that have less than 1 year life) _____
TAXES AND LICENSES (i.e. real estate, employer paid payroll taxes, etc.) _____
WAGES (gross wages less employer paid payroll taxes) _____
LOCAL MEALS AND ENTERTAINMENT (total): _____
UTILITIES (i.e. gas, electric, trash) _____
INTERNET COST FOR YEAR: _____ BUSINESS-USE %: _____
CELL PHONE COST FOR YEAR: _____ BUSINESS-USE %: _____
DID YOU TRAVEL FOR BUSINESS IN 2011? IF YES, PLEASE FILL OUT OTHER SIDE. _____
DID YOU BUY EQUIPMENT (> 1 year of lifespan) IN 2011? IF YES, PLEASE FILL OUT OTHER SIDE. _____
OTHER EXPENSES (provide some information) _____

TRAVEL CONTINUED...

WE NEED TO KNOW WHEN AND WHERE YOU WENT AND HOW MUCH YOU SPENT.

| DATES | LOCATION | MEALS | AIRFARE | LODGING | CAB/BUS | OTHER EXPENSES |
|-------|----------|-------|---------|---------|---------|----------------|
| | | \$ | \$ | \$ | \$ | \$ |
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ADDITIONAL INFORMATION:

EQUIPMENT CONTINUED....

WE NEED TO KNOW WHAT YOU BOUGHT, WHEN YOU BOUGHT IT AND HOW MUCH IT COST FOR EACH PIECE OF EQUIPMENT PURCHASED IN 2011.

| <u>ITEM</u> | <u>DATE OF PURCHASE</u> | <u>COST</u> | <u>BUSINESS USE %</u> |
|-------------|-------------------------|-------------|-----------------------|
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For Preparer-Use only:
 Accounting Method (cash, accrual, other) Inventory method (cost, lower of cost, other)
 Business started in 2011 (Y/N) Business was disposed of in 2011 (Y/N)