

## SELF EMPLOYMENT WORKSHEET

### GENERAL INFORMATION

BUSINESS NAME	EIN:
BUSINESS BELONGS TO TAXPAYER <input type="checkbox"/> SPOUSE <input type="checkbox"/> BOTH <input type="checkbox"/>	
TYPE OF BUSINESS OR SERVICE:	
IS YOUR BUSINESS REGISTERED AS AN LLC? YES <input type="checkbox"/>	
DO YOU HAVE A SEPARATE BUSINESS BANK ACCOUNT? YES <input type="checkbox"/> NO <input type="checkbox"/>	
ACCOUNTING METHOD: CASH <input type="checkbox"/> ACCRUAL <input type="checkbox"/> OTHER <input type="checkbox"/>	
DO YOU HAVE INVENTORY? YES <input type="checkbox"/> NO <input type="checkbox"/>	
DID YOU START THIS BUSINESS IN 2023? YES <input type="checkbox"/>	
DID YOU CLOSE THIS BUSINESS IN 2023? YES <input type="checkbox"/>	

### INCOME

GROSS INCOME FROM SELF EMPLOYMENT (INCLUDE CASH, CHECKS, CREDIT CARDS, PAY PAL AND OTHER ELECTRONIC PAYMENTS, DO NOT INCLUDE W-2/OTHER INCOME NOT FROM SELF EMPLOYMENT)	\$
	\$

BUSINESS EXPENSES	\$		\$
<b>ADVERTISING</b> (BUSINESS CARDS, WEB SITE, ADS)	\$	<b>LOCAL MEALS AND ENTERTAINMENT</b>	\$
<b>AUTO</b> —PLEASE FILL OUT AUTO WORKSHEET		<b>LOCAL TRAVEL</b>	\$
<b>BANK FEES/MERCHANT SERVICES</b>	\$	<b>OFFICE AND POSTAGE/SHIPPING</b>	\$
<b>COMMISSIONS AND FEES</b>	\$	<b>PARKING/TOLLS</b>	\$
<b>CONTRACT LABOR</b> (ANY CONTRACTOR YOU PAID \$600 OR MORE IN 2021 SHOULD RECEIVE A 1099-NEC FORM)	\$	<b>RENT AND UTILITIES (EQUIPMENT/OFFICE SPACE)</b>	\$
<b>QUALIFY FOR 1099?</b> <input type="checkbox"/> <b>ISSUED?</b> <input type="checkbox"/>	\$	<b>REPAIRS AND MAINTENANCE</b>	\$
<b>COST OF GOODS SOLD</b> —SEE OTHER SIDE	\$	<b>SOFTWARE</b>	\$
<b>DUES AND SUBSCRIPTIONS</b>	\$	<b>SUPPLIES AND SMALL TOOLS (LESS THAN 1 YEAR LIFE)</b>	
<b>EMPLOYEE BENEFITS</b>	\$	<b>TAXES AND LICENSES</b> (TRIMET, CITY OF PORTLAND, OFFICE PROPERTY TAX, BUSINESS LICENSE)	\$
<b>EMPLOYEE HEALTH INSURANCE</b>	\$	<b>TRAVEL: SEE OTHER SIDE</b>	
<b>EQUIPMENT</b> —PLEASE SEE OTHER SIDE		<b>UTILITIES—CELL PHONE</b> TOTAL COST: \$ % BUSINESS USE	
		<b>UTILITIES—HOME INTERNET</b> TOTAL COST: \$ % BUSINESS USE	
<b>HEALTH INSURANCE PREMIUMS (SELF/FAMILY)</b>		<b>WAGES: PLEASE PROVIDE A PAYROLL SUMMARY</b>	
<b>LIABILITY INSURANCE/BOND/WORKERS COMP</b>	\$	<b>OTHER:</b>	
<b>INTEREST</b> (BUSINESS CREDIT CARDS, LOANS)	\$		
<b>LAUNDRY/CLEANING/JANATORIAL</b>	\$		

**CITY OF PORTLAND/MULTNOMAH COUNTY**

SALES TO CLIENTS IN THE CITY OF PORTLAND \$

SALES TO CLIENTS IN MULTNOMAH COUNTY \$

**TRAVEL EXPENSES**

CITY	# OF DAYS	AIRFARE	HOTEL	BUS/TAXI	CAR RENTAL	FUEL	OTHER

**EQUIPMENT**

DESCRIPTION OF ITEM	DATE PURCHASED	COST
		\$
		\$
		\$
		\$
		\$
		\$

**COST OF GOODS SOLD**

DO YOU MANUFACTURE OR PRODUCE A PRODUCT FOR SALE TO CUSTOMERS	YES <input type="checkbox"/> NO <input type="checkbox"/>
DO YOU MAINTAIN INVENTORY	YES <input type="checkbox"/> NO <input type="checkbox"/>
STARTING INVENTORY	\$
PURCHASES LESS ITEMS WITHDRAWN FOR PERSONAL USE	\$
COST OF LABOR TO MANUFACTURE OR ASSEMBLE GOODS	\$
MATERIALS AND SUPPLIES	\$
ENDING INVENTORY	\$

NOTES :