

## **Self Employment Income & Single Member LLC Organizer**

This Organizer	belongs to:		

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. Make your appointment today at <a href="https://www.gettertax.com">www.gettertax.com</a>

- Certain personal expenses such as <u>charity</u>, <u>home mortgage expenses and real estate taxes</u>, may be deductible on your tax return; however these expenses should <u>not</u> be shown as business expenses on page 3. If you used your home for your business, please complete <u>the Business Use of Home Worksheet</u> on page 5.
- If you use **QuickBooks 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:
  - o Business bank statements for all months of the year
  - o Credit card statements (for business-use credit cards)
  - o 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:
  - o Form W-3 (This form is filed with W-2s to report total annual payroll)
  - Federal Form 940 (FUTA) Calendar year 2022
  - o Federal Form 941 (FICA) quarterly reports for periods ending 3/31, 6/30, 9/30 &12/31 of 2022
  - State Combined Quarterly Reports (other states if applicable) for periods ending 3/31, 6/30, 9/30 and 12/31 of 2022
- 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.
  - o 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-MISC to these businesses or individuals. <a href="Did you issue Forms 1099-MISC">Did you issue Forms 1099-MISC</a> where so required? Yes No
   If not, do you want us to prepare Forms 1099-MISC for you? Yes No

Information about your self-employment or bus	siness activity						
This business belongs to: Taxpayer Spouse	Both						
Describe your principal business or profession:							
Business name (if DBA):							
Business address:							
Employer I.D. number (EIN if you have one)							
Accounting method: Cash Accrua	al Other						
Inventory method: Cost Lower of Cost of	or Market Other						
Did you "materially participate" in the operation of this business?  Yes  No							
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 No 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 produ	ict for res	ale.	
Do you manufacture or produce a product for sale to customers?		Yes	No
Do you operate a wholesale or retail business where you maintain an inventory of goods	?	Yes	No
Did you change your method of counting inventory during the year?		Yes	No
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		•	
Preparer use only 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 NEC 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 (business- not home)	
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	
<u>Depreciation Worksheet on page 3)</u>	

Business Expenses	\$
Supplies and small tools	Ť
(Items that cost more than \$500 must be listed on	
Depreciation Worksheet on page 3)	
Taxes - Local & business licenses	
<b>Taxes - Payroll</b> (941, 940 & OR)	
Taxes - Other (business - not personal)	
Annual business registration fees	
<b>Telephone expense</b> (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 (Preparer use only)	
Total Expenses (per worksheet)	
Total Income (per worksheet)	
Net COGS (per worksheet)	
Net income or loss (per worksheet)	
Depreciation	
100% of meals	
Last year's <b>Tax prep</b> fee	
Auto expense	
Home office expense	
Net income or loss	
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	
Description	Bought	COSt	Description	uale	oales price	

### **Travel Expense Worksheet**

#### **Meal Per Diem (Important facts)**

- For each day you traveled away from home for business, 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, 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 traveled to for business during the year and the number of days in each city. (Getter Tax will look up the daily rate and figure the total per diem deduction amount)
- 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 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 die	m allowab	le	
Travel Expenses			\$	Travel Expenses			\$
Airfare				Meals - actual receipts (Do no where you are claiming the daily pe	t include cos r diem rate)	st of meals	
Bus, train, taxi				Other travel (describe below)	,		\$
Entertainment is not dec	ductible						
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 busines	S
Purchase price of vehicle	\$
Description (Model and year of vehicle)	
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 No	
Is another personal-use auto available? Yes No	
Was the standard mileage rate used last year? Yes No	

Automobile Expenses		
Mileage reimbursement amount you pa	\$	
(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		

# 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.

Child Day Care Provider Daily Meal Log

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

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 Total area of home Did you claim office-in-home expenses last year?  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	Business Use of Home	
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 Total area of home Did you claim office-in-home expenses last year?  Peet  Did you claim office-in-home expenses last year?  Peet  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 use a portion of your home for regular and exclusive business use? Yes No	
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  Total area of home  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)  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		
Value of the land your home is built on.  Area of home used regularly and exclusively for business  Total area of home  Did you claim office-in-home expenses last year?  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.  —  Square Feet  Squa	Purchase price of Home \$	
Area of home used regularly and exclusively for business Square Feet Square Feet 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		
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	Value of the land your home is built on.	
Did you claim office-in-home expenses last year?  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		
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	Total area of home Square	Feet
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.  ———————————————————————————————————	Did you claim office-in-home expenses last year? Yes No	
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	Deductible mortgage interest paid (for entire home) \$	
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	Real estate taxes 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	Mortgage insurance	
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 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	Insurance paid (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	Rent paid (for entire home)	
Utilities Other expenses: Describe State you first used your home for business 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	Repairs and maintenance (for entire home)	
Other expenses: Describe  Date you first used your home for business  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	Repairs and maintenance allocable directly to business-use area of home only	
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		
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	Other expenses: Describe \$	•
children were using your income Hours for the year	Date you first used your home for business Month Year	
**		ear that
Did you live in the home all year?	children were using your income.  Hours for the year	
Did you live in the nome all year?	Did you live in the home all year? Yes No	
If no, enter the dates you lived in the home to	If no, enter the dates you lived in the home to	

## **ENGAGEMENT LETTER**

your business tax return. This letter confirms the terms of this engagement and outlines the nature and extent of the services we will provide.
We will prepare tax year income tax returns for you. We will depend on you to provide the information we require to prepare complete and accurate returns. The law imposes penalties when taxpayers underestimate their tax liability. Getter Tax & Consulting Services Inc. and its personnel are not liable for errors or omissions that result from a failure on your part to fully and properly disclose information needed to accurately complete the Corporation's returns.
Our fees for preparation of your tax returns are based on a fixed schedule. Additional fees may apply if we provide bookkeeping, accounting, consulting or research services. Fees are due at the time services are rendered. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days. We will use information obtained during this engagement for collection of any and all fees due.
Your records will be returned to you at the end of this engagement. These records, along with all supporting documents, canceled checks, etc., should be securely stored, as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of the records and our work papers from this engagement for four years, after which these documents will be destroyed.
Our engagement to prepare your tax returns will conclude with the delivery of the completed returns to you (if paper filing) or by you signing, and the subsequent submittal, of the tax return(s) (if e-filing). If you have not elected to e-file the returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. You should review all tax-return documents carefully before signing them.
To affirm that this letter correctly summarizes the arrangements for this work, and that all information provided on the accompanying Self-Employment Organizer is true and correct, please sign this letter in the space indicated below.
Thank you for your confidence in Getter Tax & Consulting Services.
Accepted By:
Sole-Proprietor
Date