



## 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	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What were your purchases of product (less cost of items withdrawn for personal use)?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		
<i>Preparer use only</i>	Net COGS	\$

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

Business Expenses	\$
<b>Supplies and small tools</b> (Items that cost more than \$500 must be listed on <a href="#">Depreciation Worksheet</a> on page 3)	
<b>Taxes - Local &amp; business licenses</b>	
<b>Taxes - Payroll</b> (941, 940 & OR)	
<b>Taxes – Other</b> ( <i>business - not personal</i> )	
<b>Annual business registration fees</b>	
<b>Telephone expense</b> (land line) (Do not include cost of main home phone line)	
<b>Travel</b> (Complete <a href="#">Travel Expense Worksheet</a> on Page 5 of this organizer)	
<b>Utilities</b> (Do not include home office)	
<b>Wages</b> (W-2s issued to employees) Provide copies of W-3, Annual 940 & Quarterly 941 reports filed.)	
<b>Website maintenance &amp; support</b>	
<b>Other expenses (Describe)</b>	
<b>Reconciliation (Preparer use only)</b>	
Total Expenses (per worksheet)	
Total Income (per worksheet)	
Net COGS (per worksheet)	
<b>Net income or loss (per worksheet)</b>	
<b>Depreciation</b>	
<b>100% of meals</b>	
Last year's <b>Tax prep fee</b>	
<b>Auto expense</b>	
<b>Home office expense</b>	
<b>Net income or loss</b>	
<b>Difference (should be \$0)</b>	



## 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	
<b>For this tax year only</b> , enter the number of miles your vehicle was used for:	
<b>Business miles</b> (not including commute miles)	
<b>Commuting miles</b> (miles you drove to/from main work location)	
<b>Total of all miles you put on the car</b> 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 paid to employees for the year.	\$		
<b>(Provide these expenses if you are NOT claiming the standard mileage rate)</b>			
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

<b>Business Use of Home</b>	
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 ( <i>for entire home</i> )	\$ _____
Real estate taxes paid ( <i>for entire home</i> )	_____
Mortgage insurance	_____
Insurance paid ( <i>for entire home</i> )	_____
Rent paid ( <i>for entire home</i> )	_____
Repairs and maintenance ( <i>for entire home</i> )	_____
Repairs and maintenance allocable directly to business-use area of home only	_____
Utilities	_____
Other expenses: Describe	\$ _____
Date you first used your home for business	_____ <i>Month</i> _____ <i>Year</i>
If you use your home for operating a child daycare business, enter the total hours during the year that children were using your income. _____ <i>Hours for the year</i>	
Did you live in the home all year?      Yes      No	
If no, enter the dates you lived in the home _____ to _____	

## ENGAGEMENT LETTER

Thank you for choosing Getter Tax & Consulting Services Inc. to assist with the preparation of 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