

Please answer the following questions to the best of your knowledge. Some information may not apply to you; if so, please leave blank. If you have any questions in filling out this form, please let a member of our staff know. This form gives us the information needed to fill out the Schedule C properly and input the correct information for your business.

Business Information

Business Name _____
 Principle business or profession _____
 Employer ID Number (if applicable) _____

Income

Annual Income _____
 Did you use a log book to determine your gross receipts? YES NO
 If NO, can you reasonably reconstruct your gross receipts? YES NO
 How were you paid? CASH CHECK CREDIT CARD
 Did you receive a Form 1099-MISC, with box 7 filled in? YES NO
 Did you receive a Form 1099-K? YES NO

Expenses

Did you use a log book to determine your expenses? YES NO
 If NO, can you reasonably reconstruct your expenses? YES NO
 Do you maintain a separate business banking account? YES NO
 Did you pay anyone to work for you? YES NO
 Did you issue a form 1099-MISC or form W-2? YES NO

Advertising	Commission	Contract Labor	Insurance	Interest	Bank Fees	Legal/Prof Fees	Office
Equipment Rent	Office Rent	Repairs/Maintenance	Supplies	Taxes	Meals	Utilities	Travel
OTHER EXPENSES							

If you do not have any business expenses, please provide an explanation:

I, _____, acknowledge that I have receipts and records regarding my personal business in my possession. I have provided the above summary to American Tax Company, LLC. For the preparation of my individual tax return but did not provide American Tax Company with all of the receipts and records.

 Taxpayer Signature

 Date