

**YOUR HOME USED FOR BUSINESS**

*If the area was used exclusively for business or for daycare or adult care.*

Square feet of office \_\_\_\_\_  
Total square feet of home \_\_\_\_\_  
Daycare: hours of use \_\_\_\_\_  
Insurance \_\_\_\_\_  
Utilities (not water) \_\_\_\_\_  
Rent \_\_\_\_\_  
Repairs \_\_\_\_\_  
Maintenance \_\_\_\_\_

**RENTAL PROPERTY**

Address \_\_\_\_\_

**Rental Income** \_\_\_\_\_

**Expenses**

Advertising \_\_\_\_\_  
Cleaning and maintenance \_\_\_\_\_  
Insurance \_\_\_\_\_  
Legal and Professional fees \_\_\_\_\_  
Management fees \_\_\_\_\_  
Mortgage interest paid \_\_\_\_\_  
Repairs \_\_\_\_\_  
Supplies \_\_\_\_\_  
Property Taxes \_\_\_\_\_  
Utilities \_\_\_\_\_  
Vehicle Expense *See Vehicle Expenses*  
Irrigation tax \_\_\_\_\_  
Yard maintenance \_\_\_\_\_  
Other \_\_\_\_\_  
Large Purchases and Improvements *See Asset Section*

**ASSET PURCHASES**

<i>For Business or Rental</i>		Date placed
Description	Cost	into service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SELF EMPLOYED BUSINESS OR HOBBY**

*Fill in or use as a guide. If available bring year-end financial statements and detailed general ledger.*

**Gross Receipts**

*(Bring in 1099K & 1099-Misc)* \_\_\_\_\_  
Returns and Allowances \_\_\_\_\_  
Beginning inventory \_\_\_\_\_  
Ending inventory \_\_\_\_\_  
Date Inventory Completed \_\_\_\_\_  
Purchases \_\_\_\_\_

*If a "Hobby" Stop Here...*

**Expenses**

Vehicle Expense *See Vehicle Expenses Below*  
Advertising \_\_\_\_\_  
Bank fees \_\_\_\_\_  
Communications \_\_\_\_\_  
Insurance (not health) \_\_\_\_\_  
Insurance (health) \_\_\_\_\_  
Interest paid \_\_\_\_\_  
Legal and Professional fees \_\_\_\_\_  
Office supplies \_\_\_\_\_  
Rent or lease \_\_\_\_\_  
Repairs and maintenance \_\_\_\_\_  
Supplies \_\_\_\_\_  
Taxes and licenses \_\_\_\_\_  
Travel \_\_\_\_\_  
Meals and Entertainment \_\_\_\_\_  
Utilities \_\_\_\_\_  
Wages \_\_\_\_\_  
Other \_\_\_\_\_  
Other \_\_\_\_\_

Tangible & Intangible Assets Used in the Business  
*See Asset Purchase Section*

Were you involved in barter transactions?

**VEHICLE EXPENSES**

*Separate mileage for each vehicle & activity i.e., Business, Employee Expenses, Rental. If you deduct actual expenses rather than take the standard mileage deduction, bring a list of expenses*

Make and model \_\_\_\_\_  
Total miles driven in 2014 \_\_\_\_\_  
Business miles \_\_\_\_\_  
Commuting miles \_\_\_\_\_  
Vehicle Loan interest \_\_\_\_\_