

Business Income

How long have you owned your business _____

Brief description of your business _____

Where do you conduct your business _____

What services do you perform _____

How much do you charge _____

Approx how many clients do you have _____

How often do you provide services _____

What types of items do you need to operate your business _____

How often do they need to be replenished _____

Do you travel for your work Y / N When and where do you travel _____

How do you keep track of your mileage _____

Can you provide any documentation to substantiate your business?

- | | |
|--|--|
| <input type="checkbox"/> Business cards | <input type="checkbox"/> Business/occupational license |
| <input type="checkbox"/> Business stationary | <input type="checkbox"/> Other tax returns |
| <input type="checkbox"/> Receipts/ receipt book
with company header | <input type="checkbox"/> Advertisements |
| | <input type="checkbox"/> Any other documentation |

Who maintains the business records? _____

Do you keep separate banking accounts for personal and business transactions? Y / N

If no, how do you differentiate between them? _____

Forms of records you would be able to provide to the IRS if necessary:

- | | |
|---|---|
| <input type="checkbox"/> Accounting records | <input type="checkbox"/> Log books |
| <input type="checkbox"/> Paid invoices/receipts | <input type="checkbox"/> Ledgers |
| <input type="checkbox"/> Computer records | <input type="checkbox"/> Business bank accounts |
| <input type="checkbox"/> Car/truck expenses | <input type="checkbox"/> Other: |