

Business Worksheet

ENTITY INFO: Type (Circle one) Sole Proprietor Single Member LLC Multi-Member LLC Partnership S Corp **(1)** C Corp

Individual Name(s): **SARA HIGGINS** **(2)** **SSN:** **N/A**
Business Name (if applicable): **SARA'S APT LEASING** **(4)** **EIN (9 digits):** **47-555555** **(5)**
Business Description: **REAL ESTATE AGENT (NOT BROKER)** **(6)** **Product or Service:** **APARTMENT LOCATION SERVICES**

INCOMES:	
Cash / Checks	\$
1099s	\$ 65,000.00 (7)
Interest	\$
Others	\$ 7,100.00 (7)
Total Income	\$ 72,100.00

COST OF GOOD SOLD:		
Beg - Inventory	+	\$ -
Purchases	+	\$ -
Materials & Supplies	+	\$ -
End - Inventory	-	\$ -

COGS	\$ -
Gross Profit	\$ 72,100.00

COGS	\$ -
-------------	------

EXPENSES:	
Accounting	\$ 1,200.00 (C)
Advertising	\$ 1,200.00 (D)
Bank Charges	\$ 120.00 (E)
Cell Phone (Business only)	\$ 1,200.00 (F)
Auto	\$ 15,205.50 (7)
Commission Expense (1099)	\$
Computer Expense	\$ 125.00 (G)
Continuing Education	\$ 500.00 (H)
Contractor Labor (1099)	\$ 800.00 (B)
Delivery & Freight	\$
Dues & Subscriptions	\$
Equipment Rental	\$
Insurance (Business & liability)(No auto)	\$
Interest Expenses	\$
Internet Costs (Business only)	\$ 240.00 (I)
Legal & Professional	\$
Licence & Permits	\$
Meals (No entertainment)	\$ 1,620.00 (N)
Office Expenses	\$ 1,200.00 (J)
Postage	\$
Printing	\$
Rent	\$
Home Office Expense	\$ 3,300.00 (M)
Repairs & Maintenance	\$ 350.00 (L)
Salaries / Wages (W2 only)	\$ 15,000.00 (K)
Security	\$
Small Tools	\$
Telephone (Business only)	\$
Taxes - Payroll (W2 only)	\$ 1,432.50 (7)
Training	\$
Travel (Tolls)	\$ 100.00 (A)
Utilities	\$
Total Expenses	\$ 43,593.00
NET INCOME	\$ 28,507.00

VEHICLE INFORMATION: (A)	
Total Mileage	31,000.00
Business Mileage (90% of Total Mileage)	27,900.00
Jan. - Dec. 2018 Rate @ .545	\$ 15,205.50
Jan. - Dec. 2017 Rate @ .535	\$
Total	\$ 15,205.50

Vehicle Description: **2013 BMW 760I**
 Dated vehicle was placed in service: **03 /15/2015**
 Vehicle is used by a more than 5% owner? YES or NO
 Is vehicle available for off-duty personal use? YES or NO
 Is any other vehicle available for personal use? YES or NO

BUSINESS USE OF HOME (M)	
Total Area of Home (Square feet)	1200 sq'
Business Use Area (Square feet)	300 sq'
Mortgage Interest	\$
Real State Taxes	\$
Rent	\$ 12,000.00
Insurance	\$
Association Dues	\$
Repairs & Maintenance	\$
Utilities	\$ 1,200.00
Security	\$
Total Business Expense use of home	\$ 13,200.00

Going with 25% for home deduction.
25% X \$13,200

TOTAL PAYROLL TAXES (K)	
FICA	\$ 1,147.50
Medicare	\$
TWC	\$ 243.00
FUTA	\$ 42.00
Total payroll Taxes	\$ 1,432.50

I here by delcare that all the information stated above is true and correct to the best of my knowledge. I understand and agree that any false information, misrepresentation, or omission of facts in this worksheet creates a risk in possible auditing.

Signature: _____

Assets Purchased	Purchase Date	Price
Camera	02/01/14	\$ 600.00

****NOTE:** Fixed Assets: Please provide Computers, Equipment, etc. Include date placed in Service + Amount.