

SERVICIOS MULTIPLES INC

Bookkeeping – Translations – Notary Public – Document Preparation – Tax Preparation

www.serviciosmultiplesinc.com

SELF-EMPLOYED

YEAR: _____

OWNER: _____

FED/TX ID _____

BUSINESS NAME _____

BUSINESS ADDRESS _____

months Biz in operation during the year: _____ Start Up Cost: \$ _____

Income from 1099 M: \$ _____ **Income from bank statements*:** \$ _____

*If using bank statements to prove your income, please add all deposits made during biz months. You are responsible for keeping records of your income and expenses.

TOTAL INCOME: _____ → \$ _____

EXPENSES: ** (Only if reasonable and necessary for your business)******

- | | |
|--|--------------|
| 1- Repairs & Maintenance (of commercial space) | 1. \$ _____ |
| 2- Rents: (of commercial space) | 2. \$ _____ |
| 3- Taxes/Licenses: | |
| a. State Franchise/Property Taxes | a. \$ _____ |
| b. Licenses | b. \$ _____ |
| c. Other miscellaneous Taxes (meals tax) | c. \$ _____ |
| 4- Business Interest: | 4. \$ _____ |
| 5- Business Loan: | 5. \$ _____ |
| 6- Advertising: | 6. \$ _____ |
| 7- Payroll: | |
| a. Fees | a. \$ _____ |
| b. Wages (Form W3) | b. \$ _____ |
| c. Taxes (½ Medicare, ½ Social Security) | c. \$ _____ |
| 8- Accounting: | 8. \$ _____ |
| 9- Bank/Credit Card Fees: (of business accounts) | 9. \$ _____ |
| 10- Cleaning/Janitorial: (of commercial space) | 10. \$ _____ |
| 11- Commissions: | 11. \$ _____ |
| 12- Computer Svc/Supplies: | 12. \$ _____ |
| 13- Credit/Collection Costs: | 13. \$ _____ |
| 14- Delivery/Freight: | 14. \$ _____ |
| 15- Dues/Subscriptions: | 15. \$ _____ |
| 16- Equipment/Tool Rental: | 16. \$ _____ |
| 17- Insurance (workers comp, liability) | 17. \$ _____ |
| 18- Legal/Professional: | 18. \$ _____ |
| 19- Office Expense: | 19. \$ _____ |
| 20- Contract Labor: (1099s) | 20. \$ _____ |
| 21- Permits/Fees | 21. \$ _____ |
| 22- Tools: | 22. \$ _____ |
| 23- Miscellaneous | |
| a. _____ | a. \$ _____ |
| b. _____ | b. \$ _____ |
| c. _____ | c. \$ _____ |

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PURCHASE OF ASSETS

I. Description of

Asset: _____

Purchase Price: \$ _____ Purchase Date: ____ / ____ / ____ Date 1st Used: ____ / ____ / ____

II. Description of

Asset: _____

Purchase Price: \$ _____ Purchase Date: ____ / ____ / ____ Date 1st Used: ____ / ____ / ____

III. Description of

Asset: _____

Purchase Price: \$ _____ Purchase Date: ____ / ____ / ____ Date 1st Used: ____ / ____ / ____