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- Auto/Truck Expense:	9. – **ON NEXT PAGE** –
10- Bank/Credit Card Fees: (of business accounts)	10. $_____
11- Cleaning/Janitorial: (of commercial space)	11. $_____
12- Commissions:	12. $_____
13- Computer Svc/Supplies:	13. $_____
14- Credit/Collection Costs:	14. $_____
15- Delivery/Freight:	15. $_____
16- Dues/Subscriptions:	16. $_____
17- Equipment/Tool Rental:	17. $_____
18- Insurance (workers comp, liability)	18. $_____
19- Legal/Professional:	19. $_____
20- Office Expense:	20. $_____
21- Contract Labor: (1099s)	21. $_____
22- Permits/Fees	22. $_____
23- Tools:	23. $_____
24- Miscellaneous	
a. _____	a. $_____
b. _____	b. $_____
c. _____	c. $_____

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I. VEHICLE EXPENSES **(Only if reasonable and necessary for your business)**

Year _____ **Make** _____ **Purchase Price**: $_____ **Purchase Date**: ___/___/___

1st Used for Biz Date: ___/___/___ **% Biz Use**: _____%

If sold before Year's end: Sale Date ___/___/__ **Sale Price?** $ _____

25- Fuel: ————————————————————▶ 18. $_____

26- Auto Lease: ————————————————▶ 19. $_____

27- Maintenance: ————————————————▶ 20. $_____

28- Repairs: ——————————————————▶ 21. $_____

29- Tires: ———————————————————▶ 22. $_____

30- Auto Insurance: —————————————▶ 23. $_____

31- Registry Expenses: ————————————▶ 24. $_____

TOTAL EXPENSES: ————————————————▶ $_____

II. VEHICLE EXPENSES **(Only if reasonable and necessary for your business)**

Year _____ **Make** _____ **Purchase Price**: $_____ **Purchase Date**: ___/___/___

1st Used for Biz Date: ___/___/___ **% Biz Use**: _____%

If sold before Year's end: Sale Date ___/___/__ **Sale Price?** $ _____

32- Fuel: ————————————————————▶ 18. $_____

33- Auto Lease: ————————————————▶ 19. $_____

34- Maintenance: ————————————————▶ 20. $_____

35- Repairs: ——————————————————▶ 21. $_____

36- Tires: ———————————————————▶ 22. $_____

37- Auto Insurance: —————————————▶ 23. $_____

38- Registry Expenses: ————————————▶ 24. $_____

TOTAL EXPENSES: ————————————————▶ $_____

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: ____/_____/_____