

**Check One:** Sole Proprietor \_\_\_\_\_ Rental Income \_\_\_\_\_ Farm Income \_\_\_\_\_ Farm Rental \_\_\_\_\_

**Business Name** \_\_\_\_\_

	YES	NO
Did you receive or use any COVID Business/Payroll Credits?	<input type="checkbox"/>	<input type="checkbox"/>
Was your business started or closed during 2021?	<input type="checkbox"/>	<input type="checkbox"/>
Did you buy, sell, dispose of or transfer any property (Assets)?	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay for self-employed health insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any payments in 2021 that would require you to file Form(s) 1099?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, did you or will you file all required Forms 1099?	<input type="checkbox"/>	<input type="checkbox"/>
Was any of this income earned in Kansas City (subject to KC E-Tax)?	<input type="checkbox"/>	<input type="checkbox"/>
Did you participate in your business day to day during 2021?	<input type="checkbox"/>	<input type="checkbox"/>
What accounting method do you use?      Circle one:    Cash    Accrual    Hybrid		

**Rental Properties:** # of days used for personal \_\_\_\_\_ # of days rented or available for rent \_\_\_\_\_

**Business Mileage & Business Meals**

I have a mileage log that details date, time, place and purpose of travel. I have outside annual verification of miles.

Mileage log for Jan 1 – Dec 31, 2021:      Business: \_\_\_\_\_    Commuting: \_\_\_\_\_    Personal: \_\_\_\_\_

Amount paid for business/client meals purchased from a restaurant \$ \_\_\_\_\_

Amount paid for traveling meals \$ \_\_\_\_\_

**INCOME & EXPENSES:**

I am providing a Profit & Loss statement, general ledger, or other accounting documents (including 1099's received), containing information with income and expenses. DO NOT report personal expenses as business deductions.

I do not have a Profit & Loss statement or documents listed above and am providing income and expense totals below:

**2021 Total Business Income (including 1099's)** \$ \_\_\_\_\_

**Expense Totals by Category:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Office in the Home:**

I elect to use the Simplified Method Deduction. \_\_\_\_\_ (initial)

I elect to claim actual Office in the Home expenses. \_\_\_\_\_ (initial)

When claiming an "Office in the Home" deduction, I verify the space designated as an office is used exclusively, one hundred percent, in 2021 for business. The space is a room with four walls, a door and access to a restroom.

\_\_\_\_\_ office sq. ft.      \_\_\_\_\_ total sq. ft. of home

By signing below, I agree that all business income and expenses are accurately reported. I understand I am responsible for all other business tax obligations, not covered on this tax return. For the 2021 tax year, I verify that I have records, log books, receipts, and cancelled checks to validate both income and expenses, and will retain these records for the IRS required amount of time.

\_\_\_\_\_  
Owner, Partner or Officer

\_\_\_\_\_  
Date