

Check One: Sole Proprietor _____ **Rental Income** _____ **Farm Income** _____ **Farm Rental** _____

Business Name _____ **YES NO**

- Did you receive an ERC credit?
- Was your business started or closed during 2022?
- Did you buy, sell, dispose of or transfer any property (Assets)?
- Did you pay for self-employed health insurance?
- Did you pay any non-employees in 2022 that would require you to file Form(s) 1099?
- If yes, did you or will you file all required Forms 1099?
- Was any of this income earned in Kansas City (subject to KC E-Tax)?
- Did you participate in your business day to day during 2022?

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 – June 30, 2022 Business: _____ Commuting: _____ Personal _____
Mileage log for July 1 – Dec 31, 2022: Business: _____ Commuting: _____ Personal _____

Amount paid for business/client meals purchased from a restaurant \$ _____
Amount paid for meals while on business travels \$ _____

INCOME & EXPENSES:

Only complete the following section IF you are NOT providing us with a Profit & Loss statement, general ledger, or other accounting listing (including 1099's received), containing information with income and expenses.

2022 Total Business Income (including 1099's) \$ _____

Expense Totals by Category:

Office in the Home:

When claiming an "Office in the Home" deduction, I verify the space designated as an office is used exclusively, one hundred percent, in 2022 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, rental or farm 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 2022 tax year, I verify that I have records, logbooks, receipts, and cancelled checks to validate both income and expenses, and will retain these records for the IRS required amount of time.

Owner

Date