

**BUSINESS OR TAXPAYER NAME** \_\_\_\_\_

**TAX YEAR 2023**

**BUSINESS OWNERS, ANY INFORMATION REQUESTED BELOW PERTAINING TO YOUR BUSINESS, RENTAL, OR FARM EXPENSES MUST BE FILLED IN FOR US TO BE ABLE TO COMPLETE YOUR RETURN. MISSING INFORMATION WILL CAUSE A DELAY IN YOUR RETURN'S PREPARATION. NOTE: UNREIMBURSED EMPLOYEE EXPENSES ARE NO LONGER DEDUCTIBLE. THIS FORM SHOULD ONLY BE USED FOR SELF-EMPLOYMENT, RENTAL, FARM, OR PARTNERSHIP EXPENSES.**

**BUSINESS MILEAGE**

**Vehicle 1**

**Vehicle 2**

**2023 Total**

- 1. 2023 Business Miles (first business stop to last business stop) \_\_\_\_\_
- 2. 2023 Commuting Miles (from home to first business stop and last business stop to home) \_\_\_\_\_
- 3. 2023 Other Miles (personal miles) \_\_\_\_\_
- 4. 2023 Total Miles Driven (1+2+3 = 4) \_\_\_\_\_

Was your vehicle available for use during off-duty hours? Y N  
 Is another vehicle available for personal use? Y N  
 Do you have evidence to support your deduction? Y N  
 If yes, is evidence written? Y N

**NOTE:** IRS regulations require that you maintain documentation of your business mileage. You should maintain a mileage log as documentation. This form does not qualify as written documentation of mileage.

**1099 REPORTING**

Did you make any payments in 2023 that would require you to file Form(s) 1099? Y N  
 If "Yes," did you or will you file required Forms 1099? Y N

**BUSINESS CELL PHONE**

Total Amount of Cell Phone Bills Paid in 2023 \$ \_\_\_\_\_  
 Number of Phones on Cell Phone Bills in 2023 \_\_\_\_\_  
 Number of Phones on Cell Phone Bills That Are Used for Business in 2023 \_\_\_\_\_  
 Percent of Business Use on Each Business Phone in 2023 \_\_\_\_\_%

**2023 BUSINESS EQUIPMENT, FURNITURE, COMPUTERS, SOFTWARE, ETC.**

Assets Description Acquired in 2023	_____	_____	_____
Date in Service in 2023	_____	_____	_____
Amount Paid	_____	_____	_____
Business Equipment, Furniture, Etc. No Longer in Business in 2023	_____	_____	_____
Date Disposed in 2023	_____	_____	_____
Method Disposed	SOLD    TRADE    SCRAP	SOLD    TRADE    SCRAP	SOLD    TRADE    SCRAP
Amount or Item Received in 2023	_____	_____	_____

**HOME OFFICE (to qualify, you must be able to answer "No" to the first question and "Yes" to the second)**

Does your employer or business provide a separate office outside of your home? Y N  
 Do you have an area in your home that is used exclusively for the administration and management of your business? Y N  
 If you qualify, do you wish to claim a home office deduction? (If so, complete home office worksheet) Y N

**BUSINESS OWNER SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_