

self-employed tax organizer

2024

foundation tax

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Please fill out this organizer as completely as possible. **Use a separate organizer for each business.**

My Full Name _____ Today's Date _____

Business Name (if different from your name) _____

◆ **RETURNING CLIENTS:** Is your business address same as last year? Y N If no, fill in new address below.

○ **NEW CLIENTS:** List business address _____ Date of first use _____

Type of Business: Sole Proprietor/Single Member LLC Partnership LLC S-Corporation

Part 11: SELF-EMPLOYED INCOME

YOUR GROSS (or PRE-TAX) INCOME		HOW MANY TAX FORMS DID YOU RECEIVE?	
Income Reported on Form 1099-NEC		Number of 1099-NEC's received	
Income Reported on Form 1099-K *		Number of 1099-K's received	
Income Received <u>without</u> an IRS Form		Total # Tax Forms Received	
Total Gross Business Income			

Was sales tax included in income above? Y N If yes, what was total sales tax? _____

Were reimbursed expenses included in income above? Y N If yes, total was _____

Did you earn this income physically working in different states? Y N If yes, complete Part 12.

Did you start this business in 2024? Y N If yes, what was official start date? _____



For 2024 returns: if you had \$5,000 or more in BUSINESS INCOME via APPS/ONLINE MARKETPLACES, or CARDS* you'll receive a Form 1099-K. It's unlikely, but if personal transactions were wrongly included on your form(s), provide the total amount of personal transactions shown on your 1099-K: \$ _____

*1099-K Questions? Check out: [IRS.gov/businesses/understanding-your-form-1099-k#personal](https://www.irs.gov/businesses/understanding-your-form-1099-k#personal) and [IRS.gov/1099kFAQ](https://www.irs.gov/1099kFAQ)

YOUR COMMENTS & QUESTIONS

Part 12: MULTI-STATE (& NON-U.S.) SELF-EMPLOYED INCOME

Y N I earned all self-employment income in my home state. If "yes" please skip this and go to Part 13

If you **physically performed work in a state where you don't live**, you may be required to file tax returns in multiple states. Paying taxes to a non-resident state is generally credited on your home state return. You probably don't have to file a tax return where your out-of-state customer is located unless you also work there. What matters is where YOU earned the income, not where your customer is based.

List income earned out-of-state + in your home state. The total should = your Gross Business Income in Part 11

Customer/Client name	Did you receive a Form 1099-NEC?	(a) *Gross amount	(b) Reimbursed expenses (if included in gross)	(c) Sales tax paid (if included in gross)	Net amount (a) minus (b)+(c)	State or country where income was earned
-- Spacely Sprockets Inc.	<input type="checkbox"/> Yes	\$ 18,813.75	\$ 1,000.00	\$ 1,513.75	\$ 16,300	NY
1	<input type="checkbox"/> Yes					
2	<input type="checkbox"/> Yes					
3	<input type="checkbox"/> Yes					
4	<input type="checkbox"/> Yes					
5	<input type="checkbox"/> Yes					
6	<input type="checkbox"/> Yes					
7	<input type="checkbox"/> Yes					
8	<input type="checkbox"/> Yes					
9	<input type="checkbox"/> Yes					
10	<input type="checkbox"/> Yes					
11	<input type="checkbox"/> Yes					
12	<input type="checkbox"/> Yes					
13	<input type="checkbox"/> Yes					
14	<input type="checkbox"/> Yes					
15	<input type="checkbox"/> Yes					
16	<input type="checkbox"/> Yes					
17	<input type="checkbox"/> Yes					
18	<input type="checkbox"/> Yes					
19	<input type="checkbox"/> Yes					
TOTAL GROSS BUSINESS INCOME (should EQUAL total in Part 11)						

*Gross amount is amount that appears on your Form 1099s or the amount you invoiced your customer.

Part 13: SELF-EMPLOYED BUSINESS EXPENSES

A deductible business expense is one that is **ordinary** (commonly accepted in your industry) and **necessary** (helpful and appropriate even if not indispensable) for a particular business. Keep bank and credit card statements, but note these are not enough to verify expenses in case of audit. You must also keep copies of ALL business receipts, bills, invoices etc.

Advertising (ads, website, etc.) Anything for business promotion		Internet Business usage was _____% of this total amount →	
Bank Fees & Credit Card Fees (list interest paid below)		Legal and Professional Fees (other than paid to Foundation Tax)	
Business Gifts (\$25/person limit)		Fees Paid to Foundation Tax LLC (fees related to business only)	
Business Insurance (not auto, health or home insurance)		Meals	Go to Part 14
Auto Expenses	Go to Part 15	Office Expenses	
Commissions/Agent Fees Paid		<ul style="list-style-type: none"> ■ Office supplies 	
Computer/Cloud Services (Constant Contact, Dropbox, etc.)		<ul style="list-style-type: none"> ■ Postage & mail services 	
Cost of Goods Sold (<u>only</u> if you made or sold products. Don't double count expenses shown elsewhere)		Phone (dedicated business landline usage, exclude home landline)	
<ul style="list-style-type: none"> ■ Beginning Inventory 		Phone (mobile usage) Business usage was _____% of this total →	
<ul style="list-style-type: none"> ■ Total Production Costs 		Rent or Lease	
<ul style="list-style-type: none"> ■ Ending Inventory 		<ul style="list-style-type: none"> ■ Equipment rental or lease (exclude car lease info here) 	
Contract Labor (each contractor w/\$600+ /yr. requires a 1099-NEC)		<ul style="list-style-type: none"> ■ Office or workspace rental 	
Dues & Subscriptions (trade/professional publications only)		Taxes & Licenses (only business-related, don't list income taxes paid!)	
Education , training & research (include conference admission)		<ul style="list-style-type: none"> ■ Payroll Taxes (FICA & FUTA) 	
Equipment (Computers, furniture, phones, etc.) <i>Items having a useful life of more than one year.</i>	Go to Part 17	<ul style="list-style-type: none"> ■ Personal Property Taxes (a local tax on business assets) 	
Health/Dental Insurance Premiums (policy must be in your name)		<ul style="list-style-type: none"> ■ Licenses & Regulatory Fees 	
Home Office	Go to Part 16	Travel	Go to Part 14
Interest Paid (business loans or 100% business credit cards)		Wages (gross wages paid to EMPLOYEES)	

Part 14: SELF-EMPLOYED TRAVEL & MEALS

You may deduct ALL business meals with others. **You may deduct SOLO business meals only for overnight business travel.** Keep records with meal location, amount (include tip), business purpose and names & biz relationship of attendees. You may no longer deduct expenses to entertain customers/clients (e.g., sports tickets, golf fees, shows.)

Travel (train, subway, cabs, Uber, airfare, car rental costs, hotels, cash tips, etc.) List parking & tolls for <u>your</u> car in Part 15	Meals (Include business meals w/others. Include solo business meals* <u>only</u> for out-of-town travel. You may not deduct solo business meals while "at home.")
* For out-of-town solo meals (<u>not</u> lodging or transportation) you have the option to use either actual meal costs or per diem meal costs (called M&IE), whichever is higher . Select your travel destination and use rates for 2024.	Click here for GSA info for U.S. per diem meals (M&IE) Click here for State Dept. info for foreign per diem meals

Part 15: SELF-EMPLOYED AUTO EXPENSES

Two options: **the standard mileage rate usually gives a bigger deduction.** You must keep a mileage log. If your car was costly to operate, actual expenses may be preferable. You must keep detailed records to claim actual expenses.

- ◆ **RETURNING CLIENTS:** Did you change the car driven for business from last year? Y N If yes, list details below.
- **NEW CLIENTS:** Car make & year? _____ Date you started driving this car for business? _____

2024 STANDARD MILEAGE (* = required)	
* Business Miles driven	
* TOTAL Miles driven in 2024 (include biz, commuting & leisure miles)	
	Local car tax you paid (if any)
	Parking fees & tolls (biz only)
	ACTUAL EXPENSES (Percentage of biz use = ____%) Gas, oil, repairs, servicing, tires, etc. _____

Part 16: SELF-EMPLOYED HOME OFFICE EXPENSES

To claim a home office, the area must be used **exclusively** and **regularly** as **your principal place of business**. This may include meeting space for clients or to do administrative work. The area can be either a room(s) or a portion of a room.

- ◆ **RETURNING CLIENTS:** Was there a change in size of office from last year? Y N If yes, provide new size below.
- **NEW CLIENTS:** What's the sq. footage of your office? _____ s.f. What's the total area of your home? _____ s.f.

Form 1098	Mortgage & Home Equity Interest Paid		**Utilities: Gas/oil, propane (<u>entire home</u>)
	Rent Paid		Utilities: Electricity (<u>entire home</u>)
	Property Taxes (see Form 1098)		Utilities: Water (<u>entire home</u>)
	Insurance: Homeowners/Renters/PMI		Utilities: Trash/cleaning (<u>entire home</u>)
	* Repairs/Maintenance (home office only)		Utilities: Home security (for <u>entire home</u>)
	* Repairs/Maintenance (for <u>entire home</u>)		Utilities: Pest control & snow removal (<u>entire home</u>)

***Repairs/Maintenance** = deductible expenses to keep home in good shape, like painting, fixing leaks, cleaning gutters, etc. Capital Improvements = permanent upgrades add to home value, like additions, new roof, etc. These are **non-deductible**, but may be added to home's cost basis upon sale of the home.

****Utilities:** Exclude lawn care & landscaping services. Exclude phone & internet, please enter them in Part 13 instead.

Part 17: SELF-EMPLOYED BUSINESS EQUIPMENT (computers, furniture, phones, etc.)

These are newly purchased items **expected to last more than one year**, and must be reported differently on tax returns. If any single item purchased for business costs less than \$2,500, you don't need to list it separately. Just note the total of all items costing less than \$2,500 each. If any single item purchased costs more than \$2,500, please list each separately.

EXPENSED EQUIPMENT (individual business purchases each costing less than \$2,500)

Total of ALL expensed items	
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DEPRECIABLE EQUIPMENT (individual business purchases each costing \$2,500 or more)

Item Description	Date Purchased	Cost	% Business Use
			<input type="checkbox"/> 100% or ____%
			<input type="checkbox"/> 100% or ____%
			<input type="checkbox"/> 100% or ____%

Part 18: SELF-EMPLOYMENT COMMENTS

The end. You're done! Please return to Page 1 for instructions how to upload your organizer and tax docs to ShareFile