

Questions about your self-employment / business

How long have you owned your business? _____

Can you provide any documentation (please do not provide this to Taxes Plus) to substantiate your business if asked to do so by the IRS? **Circle** those that are applicable:

- Business cards
- Business stationary
- receipt book with company header
- receipts for clients
- business or occupational license (if required)
- other tax returns (sales/excise, employment, etc.)
- Advertisements (newspaper, flyer, yellow pages, internet, etc.)

Who maintains the business records? _____

Do you maintain separate banking accounts for personal and business transactions? Yes No

If yes – how do you provide the record of transactions to Taxes Plus

- Handwritten list
- Handwritten ledger
- Excel spreadsheet
- Reports from business accounting software (such as Quicken or Quickbooks)
- Other: _____

If no -

- 1) How do you differentiate between personal and business transactions and monetary assets?

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- 2) How do you determine income and expenses?
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Yes No Do you have 1099-NEC forms to support the income you are claiming? Please be sure to provide Taxes Plus with all the 1099-NEC forms that you have.

Yes No Do you believe your expenses are consistent with the type of business you have?

Yes No Do you believe your expenses are reasonable?