

FRC VITA Self-Employment/Business Income & Expense Worksheet - Tax Year 2014

Business Income within VITA Scope

| | |
|---|--|
| Receipts from 1099-MISC Box 7 | |
| Receipts from 1099-K Box 1 | |
| Cash Received for work not on W-2 or 1099 | |
| Gross Receipts from a sole proprietorship | |

 Type of Business
(ie: What did you do to earn this income?)

Business Expenses within VITA Scope

Part A – Vehicle Expenses

If claiming mileage for Auto Expense, do not include mileage between home and office/first customer and between office/last customer and home – only mileage between first and last customer.

| | |
|--|--|
| Date vehicle put in service for business | |
| Number of miles driven during 2014 for: | |
| <u>Commuting</u> | |
| <u>Business</u> | |
| <u>Other</u> | |

Was your vehicle available for use during off-duty hours? (Circle one)
 Do you have another vehicle available for personal use? (Circle one)
 Do you have evidence to support your responses to the vehicle questions above? (Circle one)
 If “yes”, is this evidence written? (Circle one)

| | |
|-----|----|
| Yes | No |
| Yes | No |
| Yes | No |
| Yes | No |

Part B – Business Expenses (less than \$25,000 including Auto)

If expenses include both personal and business, include only self-employment or business expenses

| | |
|---|--|
| Advertising for business | |
| Commissions and fees | |
| Insurance, other than health | |
| Interest (for business): | |
| Mortgage (paid to banks) (not home mortgage) | |
| Other business loan interest | |
| Legal and professional services | |
| Office Expenses (including stamps, paper, printer, ink) | |
| Rent or lease: | |
| Vehicles, machinery, equipment | |
| Other business property | |
| Repair and Maintenance (not for vehicles) | |
| Supplies (including snacks) | |
| Taxes and licenses | |
| Travel / meals (50%) | |
| Parking and tolls | |

I declare, under the penalty of perjury, that the information provided is true, correct and complete, to the best of my knowledge and belief.

Taxpayer's Signature: _____ Date: _____

Taxpayer's SSN/ITIN: _____

Approved by: _____ Date: _____

IRS certified VITA Volunteer Coach

The customer MUST meet all of the conditions below and the FRC VITA In-Scope requirements to qualify for FRC VITA tax service:

| | |
|---|--|
| 1. Business Expenses less than \$25,000 | 6. No depreciation as an expense (No Form 4562) |
| 2. Uses Cash Method of Accounting | 7. No deductions for business use of home (no home office deduction) |
| 3. No inventory at any time of the year | 8. Did not receive any credit card or similar payments that included amounts for reimbursed expenses |
| 4. No Net Loss (must have a profit) | 9. Had no prior year un-allowed passive activity loss |
| 5. No employees (owner cannot be an employee) | 10. Only one business as sole proprietor, qualified joint venture, or statutory employee (maximum 2 businesses if MFJ) |