

**Fill out only if:**

**Self-employment Income   Rental Income   Farm Income   2106**

**Business Name** \_\_\_\_\_

	YES	NO
What accounting method do you use? Circle one: Cash   Accrual   Hybrid		
A business was started or disposed of during 2017	_____	_____
Did you pay for self-employed health insurance?	_____	_____
Did you make any payments in 2017 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)?	_____	_____
Rental Properties: # of days used for personal _____ # of days rented or available for rent _____		

**Section A (Mileage):**

Did you have business mileage?	_____	_____
If yes, do you have a mileage log that details date, time, place and purpose of travel?	_____	_____
Do you have outside annual verification of mileage?	_____	_____
Miles log: January 1 – December 31, 2017 number of miles = _____		

**Section B (Income and Expenses):**

\_\_\_\_I am providing a profit and loss, general ledger, or other accounting documents,(including 1099s received) containing information with income and expenses. Do not report personal expenses as a business expense.

Complete this section ONLY if you are NOT providing a profit and loss, general ledger or total page:

Total 2017 Business **Income** \$ \_\_\_\_\_ Includes all 1099's \_\_\_\_\_

Expenses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section C (office in home):**

I elect to use the "Office in Home" Simplified Method. \_\_\_\_\_ (initial)

I elect to claim actual Office in the Home expenses. \_\_\_\_\_ (initial)

When claiming an "Office in the Home" deduction, I verify the space designated as an office is used exclusively, one hundred percent, in 2017 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, I agree that 1) all business income is accurately reported, 2) there are proper records for auto and cell phone expenses, 3) entertainment records include who was entertained and the business purpose, 4) business gifts are limited to \$25, and etc. For the 2017 tax year, I verify that I have (and need to keep for five [5] years) records, log books, receipts, and cancelled checks to validate the above. (Verifiable upon request.)

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Date