

**Fill out only if:**

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

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

	YES	NO
What accounting method do you use? ___Cash ___Accrual ___Hybrid		
A business was started or disposed of during 2018	<input type="checkbox"/>	<input type="checkbox"/>
Did you buy, sell, dispose of or transfer any property?	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay for self-employed health insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any payments in 2018 that would require you to file Form(s) 1099?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, did you or will you file all required Forms 1099?	<input type="checkbox"/>	<input type="checkbox"/>
Was any of this income earned in Kansas City (subject to KC E-Tax)?	<input type="checkbox"/>	<input type="checkbox"/>
Did you participate in your business day to day during 2018?	<input type="checkbox"/>	<input type="checkbox"/>
Rental Properties: # of days used for personal _____ # of days rented or available for rent _____		

**Section A (Mileage and Meals):**

Did you have business mileage?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, do you have a mileage log that details date, time, place and purpose of travel?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have outside annual verification of mileage?	<input type="checkbox"/>	<input type="checkbox"/>

Miles log: January 1 – December 31, 2018 number of miles = \_\_\_\_\_

Amount paid for business meals\$\_\_\_\_\_ Amount paid for items available to the public\$\_\_\_\_\_

Amount paid for company meetings/parties\$\_\_\_\_\_ Amount paid for qualifying DOT meals\$\_\_\_\_\_

**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. Amounts for meals SHOULD NOT INCLUDE ANY ENTERTAINMENT EXPENSES.

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

**Total 2018 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 2018 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) I understand I am responsible for filing all other business tax obligations, 4) business gifts are limited to \$25, and etc. For the 2018 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