

1099/ Business CheckList

Income

_____ SUM All **1099-MISC** Form(s)
 _____ Can't Provide 1099-MISC form? Sum all **Checks Received** from Clients

Total Income Earned

Expenses

(Per Year)

_____ Office Expense	_____ Other-
_____ Professional Services	_____ Other-
_____ Due's and Subcriptions	_____ Other-
_____ Repairs and Maintenance	_____ Other-
_____ Phone/Internet	_____ Other-
_____ Material	_____ Other-
_____ Vehicle Expense	_____ Other-
	_____ Other-

Did you work from a Home Office?

- 1 _____ Total "Home" Living Area
- 2 _____ Total "Office" Area
- 3 _____ % Divide Line 2 By Line 1



Percentage you're allowed to deduct against Home Office Cost

_____ Rent <small>(Rent X Line 3)</small>	_____ HOA <small>(HOA X Line 3)</small>
_____ Electricity <small>(Electricity X Line 3)</small>	_____ Security Alarm <small>(Security Alarm X Line 3)</small>
_____ Water <small>(Water X Line 3)</small>	_____ Other-
_____ Insurance <small>(Insurance X Line 3)</small>	_____ Other-
_____ Internet <small>(Internet X Line 3)</small>	_____ Other-

Total Expenses Plus Home Office Expense

Net Total (Total Income - Total Expenses)