

2021 BUSINESS INCOME & EXPENSE SUMMARY

Name: _____

INCOME

Gross receipts or sales.....	_____
Returns & allowances..... ()	_____
Other income.....	_____
.....	_____
.....	_____
Total income.....	_____
Inventory, beginning of year.....	_____
Merchandise purchased.....	_____
Cost of items withdrawn for personal use.... ()	_____
Subcontractors.....	_____
Inventory, end of year..... ()	_____
Cost of Sales.....	_____
Gross Profit.....	_____

EXPENSES

Advertising.....	_____
Auto expenses.....	_____
Mileage: _____ @ 56¢	_____
Truck expenses.....	_____
Commissions.....	_____
Contract labor.....	_____
Depreciation.....	_____
Employee health insurance.....	_____
Insurance.....	_____
Mortgage Interest (Form 1098 required)	_____
Other interest.....	_____
Legal & Professional fees.....	_____
Office expense.....	_____
Pension and Profit-sharing.....	_____
Rent: Machinery and equipment....	_____
Rent: Other business property.....	_____
Repairs, maintenance.....	_____
Supplies.....	_____
Taxes & licenses.....	_____
Travel expenses.....	_____
Meals & entertainment.....	_____
Telephone & Utilities.....	_____
Wages.....	_____
Continuing education.....	_____
Dues & publications.....	_____
Freight & postage.....	_____
Bank service charge.....	_____
Other expenses.....	_____
.....	_____
.....	_____
.....	_____
TOTAL EXPENSES.....	_____
NET INCOME.....	_____

BUSINESS USE OF HOME

Total square foot area of home.....	_____
Area used regularly and exclusively for business.....	_____
Deductible mortgage interest.....	_____
Real estate taxes.....	_____
Home insurance.....	_____
Repairs & maintenance.....	_____
Utilities.....	_____

BUSINESS INFORMATION

LISTED PROPERTY INFORMATION

Business income and expense can be obtained from your books of account or your summarization of those activities. In addition, your substantiation of business use of listed property (i.e. automobiles, pickups, airplanes, motorcycles, ATV's, motor homes, computers, cameras, video equipment) will be required, or can be summarized below:

Do you have evidence to support the business use? Yes ___ No ___ Is the evidence written? Yes ___ No ___

<u>Vehicle Description</u>	<u>Business miles</u>	<u>Personal Miles</u>	<u>Total Miles</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<u>Other Listed Property Description</u>	<u>Business Use %</u>	<u>Personal Use %</u>	
_____	_____	_____	
_____	_____	_____	

OTHER BUSINESS INFORMATION

The IRS has issued final regulations regarding the deduction and capitalization of expenditures related to tangible property. Generally, under the final regulations, a taxpayer must distinguish whether an amount paid is for a repair, in which case it may be currently deducted, or is for an improvement to a unit of property, in which case it must be capitalized.

Taxpayers engaged in business activities must answer the following questions regarding such activity:

1. Did you materially participate in the operation of this business during 2021? Yes ___ No ___
Material participation occurs if you: (a) Participate for more than 500 hours during the year, or (b) Your participation represents substantially all the participation in the activity by individuals, including non-owners, or (c) Your participation exceeds 100 hours and no other individual's participation exceeds yours during the year.
2. Are you deducting expenses for business use of your home? Yes ___ No ___
Deductions attributable to the use of your home for business purposes are allowable only on the portion of your home that is used exclusively and on a regular basis as your principal place of business or in connection with your business. Childcare providers will be required to substantiate hours of use.

Business expense non-deductibles: Social club dues, Travel expenses of non-employees, dues to business organizations not deductible to the extent of expenses related to lobbying activities.

PLANNING OPPORTUNITIES

- If family members provide services to the business, consider paying for such services. Such payments could have positive effects on social security, travel expense deductions and IRA contributions.

OTHER BUSINESS RETURN DUE DATES

W-2 and annual payroll tax reporting.	January 31, 2022
1099 and information return reporting **REMINDER OF NEW FILING DATES:	
Payments to one individual of \$600 or more for Machine hire or Contract labor	** January 31, 2022
Payments to one individual of \$600 or more for Rent, Interest or Dividends	February 28, 2022
Personal Property tax return	May 1, 2022

****NEW LAW REMINDER** :Employers are now required to file their copies of Form W-2, submitted to the Social Security Administration by **January 31**. The new law also applies to 1099-Misc reporting for Non-employee Compensation.

The IRS and Nebraska taxing agencies are no longer mailing quarterly or annual payroll tax forms. Employers are still responsible for completing and filing all forms in a timely manner. These forms are available on our website or you may contact our office for a copy of the forms.