



SMALL BUSINESS INCOME TAX ORGANIZER

WHB ACCOUNTING SERVICES, LLC

BUSINESS NAME _____ EIN: _____

ADDRESS _____ TYPE OF BUSINESS _____

Inventory Method: Cost Lower of Cost or Market Accounting Method: Cash Accrual Other _____

Did you make any payments of \$600 OR MORE (SERVICES/RENTS) that would require you to file Form 1099s? YES NO

Did you file all REQUIRED Form 1099s? YES NO Form 1099s are required to be mailed to the recipient and the IRS by January 31.

DID YOU OR ANY FAMILY MEMBER HAVE COVID OR ORDERED TO QUARANTINE? YES NO

DATES THAT YOU HAD COVID OR WERE QUARANTINED? _____ Q NQ

PPP AMOUNT \$ _____ DATE RCVD 2020 2021 AMOUNT FORGIVEN \$ _____ % _____

EIDL GRANT \$ _____ DID YOU RECEIVE SBA EIDL LOAN? Y N \$ _____

INCOME (Bring Form 1099-K for credit card sales)	AMOUNT
GROSS RECEIPTS/SALES	
DO GROSS RECEIPTS/SALES INCLUDE SALES TAX? YES NO NA	()
REFUNDS TO CUSTOMERS	()
OTHER INCOME:	
EXCESS PPP LOAN NOT FORGIVEN	AMOUNT
SD SMALL BUSINESS GRANT / DATE RECEIVED	AMOUNT
Did you acquire, use, barter, dispose of or hold any virtual currency such as bitcoin? Yes No	***

COST OF MERCHANDISE SOLD	AMOUNT
YOUR COST OF INVENTORY AT BEGINNING OF YEAR	
PURCHASES OF MERCHANDISE FOR SALE	
COST OF ITEMS WITHDRAWN FOR PERSONAL USE INCLUDED IN TOTAL PURCHASES ABOVE	()
MATERIALS AND SUPPLIES	
OTHER COSTS	
YOUR COST OF INVENTORY AT END OF YEAR	()

PAYROLL EXPENSES	AMOUNT
Have all forms 941, 940, and state unemployment returns been filed? Yes No	
Were W-2s / W-3 sent to the SSA by January 31 st ? Yes No	
Please provide <u>copies</u> of Form 941, Form 940, SUTA, W-2s and W-3s – copies will not be returned	
GROSS WAGES PAID TO EMPLOYEES	
TAXES - PAYROLL (EMPLOYER FICA MATCH)	
EMPLOYEE RETENTION CREDIT AND/OR COVID PAY REIMBURSEMENT	()
TAXES – UNEMPLOYMENT SUTA \$ FUTA \$ TOTAL	
RETIREMENT – EMPLOYER CONTRIBUTION MATCH FOR EES PLAN TYPE: SEP S 401K	

ASSETS PURCHASED –BUILDINGS, FURNITURE, EQUIPMENT, VEHICLES, ETC (COST GREATER THAN \$500)					
DESCRIPTION	DATE	COST	DESCRIPTION	DATE	COST

DISPOSAL OF ASSETS – BUILDINGS, FURNITURE, EQUIPMENT, VEHICLES, ETC							
#	DESCRIPTION	DATE SOLD	SALES PRICE	#	DESCRIPTION	DATE SOLD	SALES PRICE

VEHICLE MAKE / GVWR Provide copy of invoice for all vehicle purchases			#1-	#2-	#3-	#4
DATE PLACED IN SERVICE						
BEGINNING ODOMETER			1/1/21			
ENDING ODOMETER			12/31/21			
TOTAL MILES DRIVEN IN 2021						
BUSINESS MILES DRIVEN			1/1/21-12/31/21			
DAILY COMMUTING MILES ROUND TRIP						
COMMUTING MILES DRIVEN IN 2021						
GASOLINE			E			
DIESEL			E			
REPAIRS & MAINTENANCE			E			
INSURANCE			E			
LICENSE PLATES			E			
LEASE PAYMENTS			E			
INTEREST EXPENSE			E			
ACTUAL VS STANDARD SMR – 56¢						

Must have documentation such as a daily log showing miles traveled, destination and business purpose. Travel from home to regular place of work is commuting and is not deductible. Questions on tax return are:

1. DO YOU OR YOUR SPOUSE HAVE ANOTHER VEHICLE FOR PERSONAL USE? YES NO

2. DO YOU HAVE EVIDENCE TO SUPPORT YOUR DEDUCTION? YES NO IF YES, IS THE EVIDENCE WRITTEN? YES NO