

## EXAMPLE ONLY, USE WITH BUSINESS WORKSHEET

### Business Worksheet Example 3

- (2) Individual Name: One owner (Sara Higgins)                      (1) Entity Type: **S-Corp**  
(4) Business Name: Sara's Apt Leasing, Inc.                      (3) SSI/EIN: n/a, (5) EIN: 47-555555  
(6) Real Estate Agent, not broker. Principally from Apartment Location Services.  
**Sales Include:** (7) 1099 from WTB, a brokerage company for commissions of \$65,000  
Plus...had two independent House Closings, commissions of \$7,100

#### Expenses Include:

- A. **VEHICLE INFORMATION\***: Mileage: Owns a 2013 BMW, 760I with annual 2014 miles of 31,000, 90% of business, \$500 in repairs, \$5,000 in gas for the car and \$100 in tolls. Utilizing MILEAGE LOG!
- B. **CONTRACT LABOR\***: Hired Jenny Lee, SSI 111-44-2222 as a contractor during the summer to help with appointment scheduling and "make ready's". Paid Jenny **\$ 800**.
- C. **ACCOUNTING**: Paid TUCKER CPA to assist with the monthly booking, at *\$100 a month* or **\$1,200** for the year.
- D. **ADVERTISING\***: Co-paid 'Gift Cards' for use as referral bonus (LEADS) with WTB Broker. 50/50 paid **\$2,400**.
- E. **BANK CHARGES** of *\$10 a month* to the bank, or **\$120** for the year.
- F. **CELL PHONE\***: Family cell phone bill for company and mother was \$200 a month, or **\$100** a month for business portion.
- G. **COMPUTER EXPENSES**: Bought new 'Lead' software of \$125 on Discover Card.
- H. **CONTINUING EDUCATION**: Took 20 continuing education hours in real estate to maintain and improve understanding of occupation and for the mandatory CPE needed hours (**\$500**).
- I. **INTERNET COST\***: \$40 a month, with computer used **50% for business**.
- J. **OFFICE EXPENSES**: business ink, paper, pens, sales receipts, etc. at **\$1,200** for year. Purchased Digital Camera on **02/01/14** for **\$600** to take pictures of Business Real Estate for benefit of company and/or clients.
- K. **PAYROLL**: As this is an 'S Corporation', must pay owners a fair and reasonable wage. In this case, wage is \$15,000 and company paid taxes are SSI @ 7.65% (\$1,147.50), TWC at \$243 and FUTA at \$42.
- L. **REPAIRS AND MAINTENANCE\***: Paid \$50,000 to fix BMW auto and \$350 to fix Business Computer
- M. **HOME OFFICE\***: Rents apt at \$ 1,000 a month for 12 months. Sq. footage of apt is 1200 sq. footage of which 300 sq. foot is used exclusively (*2<sup>nd</sup> bedroom*) as home office. Utility bills are \$100 a month.
- N. **MEAL & ENTERTAINMENT\***: Spent \$1,600 to buy perspective clients and clients lunch. Bought boyfriend dinner at Sullivan's \$200, and attending Houston Real Estate Convention with food expenses of \$20.

#### \* COMMENTS:

- A. Vehicle Info: Client taking standard mileage rate for 2014 at .56 per mile. This is in clients favor, but cannot take repairs or gas. Instead, taking \$ 15,624 in standard mileage deduction. Tolls to be taken in Travel Section.
- B. Contract Labor....deducting contract labor of \$ 800. Contractor will be given a 1099 by Client for tax reporting.
- D. Taking 50% of advertising as Advertising expense or \$ 1,200.
- F. CELL PHONE: only deducting business portion, or \$ 1200
- I. INTERNET: only 50% or \$ 240 for year
- J. Digital camera considered a 'Fixed Asset', which will be depreciated by tax preparer.
- L. REPAIRS: Cannot take repairs to Vehicle...as taking standard mileage allowance in A. above.
- M. HOME OFFICE: 300 sq. ft. used by business divided by total sq. footage of 1200 equates to 25% of expenses to be deducted.
- N. To list the \$1600 and \$20 as a M/E expense, can't deduct taking boyfriend out.

FORMS on website: [www.DtuckerCPA.com](http://www.DtuckerCPA.com)

## Business Worksheet

**ENTITY INFO:** Type (Circle one) Sole Proprietor Single Member LLC Multi-Member LLC Partnership S Corp C Corp

**Individual Name(s):** SARA HIGGINS <sup>0</sup> **SSN:** N/A  
**Business Name (if applicable):** SARA'S APT LEASING <sup>¼</sup> **EIN (9 digits):** 47-555555 <sup>½</sup>  
**Business Description:** REAL ESTATE AGENT <sup>127 % 52. (5¾)</sup> **Product or Service:** APARTMENT LOCATION SERVICES

INCOMES:	
Cash / Checks	\$
1099s	\$ 65,000.00
Interest	\$
Others	\$ 7,100.00
7 R W D O , Q F R P H	\$ 72,100.00

COST OF GOOD SOLD:		
Beg - Inventory	+	\$ -
Purchases	+	\$ -
Contract labor	+	\$ -
Materials & Supplies	+	\$ -
Other Cost	+	\$ -
End - Inventory	-	\$ -

& 2 \* 6 \$ -  
**Gross Profit** \$ 72,100.00

& 2 \* 6 \$ -

EXPENSES:	
Accounting	\$ 1,200.00 (C)
Advertising	\$ 1,200.00 (D)
Bank Charges	\$ 120.00 (E)
Cell Phone	\$ 1,200.00 (F)
Auto	\$ 15,066.00
Commission Expense	\$
Computer Expense	\$ 125.00 (G)
Continuing Education	\$ 500.00 (H)
Contractor Labor	\$ 800.00 (B)
Delivery & Freight	\$
Dues & Subscriptions	\$
Equipment Rental	\$
Health Care Insurance (P S O R \ H H R Q O \)	\$
Insurance % X V L Q H V V O L D E L O \$ W \	\$
Interest Exp	\$
Internet Costs % X V L Q H V V R Q O \	\$ 240.00 (I)
Legal & Professional	\$
Licence & Permits	\$
Meals & Entertainment	\$ 1,620.00 (N)
Office Expenses	\$ 1,200.00 (J)
Postage	\$
Printing	\$
Rent	\$
Home Office Expense	\$ 3,300.00
Repairs & Maintenance	\$ 350.00 (L)
Salaries / Wages : R Q O \	\$ 15,000.00 (K)
Security	\$
Small Tools	\$
Telephone % X V L Q H V V R Q O \	\$
Taxes - Payroll : R Q O \	\$ 1,432.50
Training	\$
Travel (Tolls)	\$ 100.00 (A)
Utilities	\$
7 R W D O ([ S H Q V H V	\$ 43,453.50
<b>NET INCOME</b>	<b>\$ 28,646.50</b>

VEHICLE INFORMATION: (A)	
Total Mileage	31,000.00
Business Mileage R I 7 R W D O O L Q 2 H 9 0 0 0 0 0	\$ 15,066.00
Jan. - Dec. 2016 Rate @ .54	\$ 15,066.00
Jan. - Dec. 2015 Rate @ .575	\$ 15,066.00
7 R W D O	\$ 15,066.00

Vehicle Description: 2013 BMW 760i  
 Dated vehicle was placed in service: / /  
 Vehicle is used by a more than 5% owner?  YES or NO  
 Is vehicle available for off-duty personal use?  YES or NO  
 Is any other vehicle available for personal use?  YES or NO

BUSINESS USE OF HOME (M)	
Total Area of Home (Square feet)	1200 sq'
Business Use Area (Square feet)	300 sq'
Mortgage Interest	\$
Real State Taxes	\$
Rent	\$ 12,000.00
Insurance	\$
Association Dues	\$
Repairs & Maintenance	\$
Utilities	\$ 1,200.00
Security	\$
<b>Total Business Expense use of home</b>	<b>\$ 13,200.00</b>

\* R L Q J  
Z L W K  
I R U K R P H  
G H G X F

(K)	
FICA	\$ 1,147.50
Medicare	\$
TWC	\$ 243.00
FUTA	\$ 42.00
7 R W D O S D \ U R O O 7 D [ H V	\$ 1,432.50

Assets Purchased	Purchase Date	Price
Camera	02/01/14	\$ 600.00

\*\*NOTE: Fixed Assets: Please provide Computers, Equipment, etc. Include date placed in Service + Amount.