



Small Business Questionnaire – Calendar Year 2017

If you operated a business or practiced a profession as a sole proprietor or independent contractor (1099-MISC), please complete this form to assist me with accurately filing your Schedule C. Thank you ~ Attiyya Ingram

1. Describe the business or profession activity: _____
2. Business name: _____
3. Date it was started (mm/dd/yyyy): _____
4. Business address, if different from your home:

Street Address	City	State	Zip
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5. Enter the total amount of income you received as payment from customers and/or a third party as shown on Form 1099-MISC (provide me with a copy of any 1099-MISC forms you receive):

6. If you used your vehicle to conduct business and want to claim this expense using the standard rate, please complete all of the following: **the standard mileage rate for is 53.5 cents per business mile*

- a. Date you first used the vehicle for business (mm/dd/yyyy): _____
- b. Business miles: _____
- c. Total miles driven: _____
- d. Was the vehicle available for personal use during non-work hours? _____
- e. Did you (or your spouse) have another vehicle available for personal use? _____
- f. Do you have written evidence to support this claim? _____
- g. Amount paid for parking _____ or tolls _____ while conducting business
- h. Describe your vehicle:

Year _____ Make _____ Model _____



7. If you used a home office to conduct business and want to claim this expense using the simplified rate, please complete the following:

**Service members (and their dependents) generally cannot deduct expenses paid for with tax-free BAH*

a. What is the area for the space where you *regularly and exclusively* conduct business or stored inventory? _____

b. What is the total area of your home? _____

8. If you incurred any of the following expenses, please include the amount below:

a. Advertising _____

b. Contractor Fees _____

**if you paid any one contractor more than \$600, please let me know*

c. Business Insurance _____

d. Accounting Fees _____

e. Legal & Professional Fees _____

f. Office Expenses _____

**ex: pens, paper, printer ink*

g. Shipping _____

h. Repairs _____

i. Supplies _____

**ex: software, apps, website*

j. Business Taxes & Licenses _____

k. Airfare _____

l. Hotel _____

m. Taxi _____



n. Meals _____

o. Entertainment _____

p. Internet _____

q. Phone _____

r. Wages _____

s. Training & Education _____

t. Dues & Subscriptions _____

u. Uniforms _____

v. Other (please explain)
