

Volunteer Income Tax Assistance (VITA)

Self-Employment Income/Business Income Intake Worksheet

Type of Work / Business: _____

| Income Sources and Amounts — including cash or forms 1099-NEC box 1 and 1099-K box 1a/1b | |
|---|---------------|
| <i>Income</i> | Amount |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| Total Income | \$ |
| Expense Items and Amounts (>\$35,000 out-of-scope for VITA) | |
| <i>Expense</i> | Amount |
| Advertising | |
| Car/truck expense – business miles driven: <small>(actual expenses like gas, depreciation, repairs is out-of-scope for VITA)</small> | |
| Commission and Fees | |
| Insurance | |
| Interest Paid | |
| Legal and Professional Fees | |
| Office Expense | |
| Rented or Leased Property Expense (>30 days out-of-scope for VITA) | |
| Repairs and Maintenance | |
| Supplies | |
| Taxes and License | |
| Travel Expenses (including meals and entertainment) | |
| Utilities (including cell phone as required for business) | |
| Other (such as tools, special clothing, equipment) | |
| Other (specify) | |
| Total Expense | \$ |

PROFIT/ LOSS (must be net profit for VITA to prepare the return) **\$** _____

Depreciation, inventory, employees, cost of goods sold, and business use of home are out-of-scope for VITA.