



## ***SELF EMPLOYMENT TAX ORGANIZER***

Thank you for choosing Denver Asset Building Coalition (DABC) to prepare your income tax return. Our trained volunteers are committed to providing you with quality tax preparation. To help us meet this commitment, please read the following information carefully before completing this Self-Employment Tax Organizer.

**Note: Volunteers are allowed to complete tax returns only for self-employment income that can be reported on Sch C-EZ.**

**We are unable to assist customers with corporate/limited liability companies or businesses with paid employees.**

**We are unable to assist customers who have business expenses over \$5,000, depreciation of assets, claim home office expenses, or show a net loss.**

- You must complete the Self-Employment Tax Organizer before your appointment. We will not be able to prepare your tax return if you are missing any information or documentation.
- Only fill out the sections of the Self-Employment Tax Organizer that relate to expenses for your specific work activities. You must have supporting documentation such as invoices, receipts, deposit slips, canceled checks, check registers, bank and/or credit card statements to prove your expenses. You do not need to bring the documents to your appointment, but you must have written down the amounts.
- Please bring copies of your last year's tax return to your appointment if possible.
- If you have questions or want to schedule an appointment, please call DABC at (303) 388-3070.



360 Acoma St  
Denver, CO 80223  
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## SELF EMPLOYMENT TAX ORGANIZER

MAIN INFORMATION	
Type of Business or Profession	
Business Name	
Business Address	
Business Telephone	
Business Start Date	
Employer Identification Number (EIN) if you have one	

List all the income you received during the year from all sources.

PART I: INCOME	
From Form 1099(s)	
Cash or Checks Received	
Sales tax paid by customers	
Prizes, awards, gifts received for direct sales of products	
Other Income (please list separately)	
<b>TOTAL GROSS INCOME</b>	<b>\$</b>



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PART II: BUSINESS EXPENSES			
Advertising	\$	Business meals and entertainment	\$
Commissions and fees	\$	Overnight travel costs	\$
Health care plans	\$	Utilities (other than household)	\$
Business liability insurance	\$	Telephone & long distance calls	\$
Interest on business loans or credit cards	\$	Other expenses (please list separately)	\$
Legal and professional fees	\$	Bank Charges	\$
Office supplies	\$	Uniforms	\$
Rent or lease of equipment or property	\$	Freight and postage	\$
Repairs & maintenance of equipment	\$	Professional dues and publications	\$
Other supplies	\$	Professional education	\$
Sales tax paid to state	\$	Quarterly tax payments to IRS (list dates paid and amounts)	\$
Business licenses	\$	Quarterly tax payments to State (list dates paid and amounts)	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>		<b>\$</b>



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PART III: VEHICLE INFORMATION	
Month/day/year you began using vehicle for business: ____/____/____	
FYI: Driving to and from your main job is Commuting, not Business.	
Number of business miles driven during the year:	
Number of commuting miles driven during the year:	
Number of personal miles driven during the year:	
Total miles put on the car during the year:	
Do you (or your spouse) have another vehicle for personal use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the vehicle available for personal use while off-duty? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have evidence to support these business miles? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the evidence written down or documented somehow? <input type="checkbox"/> Yes <input type="checkbox"/> No	

The IRS requires you to keep a Mileage Log of your business miles. The easiest way to do this is to keep a **Calendar** in the glove compartment of your car – on the calendar you can mark the business miles that you travel each day, as well as track other information such as why you were driving (what the business purpose was), where you went, what clients you saw that day, what tools and supplies you purchased that day, etc.

If you purchased a car for your business, you should include it on your Schedule C. This is out of the scope of our program but you should note for your tax preparer the year, make, model, and purchase price.



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The remaining boxes are reported on a Schedule C rather than a Schedule C-EZ. DABC is not allowed to file Schedules C, but you should track this information for your tax preparer.

<b>EXPENSES: Office in Home</b>	
Total area of home or apartment	Sq Ft
Area used just for business	Sq Ft
Rent	\$
Mortgage Interest	\$
Real Estate taxes	\$
Renter or homeowner insurance	\$
Repairs and maintenance	\$
Gas and electric	\$
Water and sewer	\$
Date home was purchased	____ / ____ / ____
Date you began using your home for business purposes	____ / ____ / ____
Purchase price of home	\$ _____
Cost of any improvements to home	\$ _____



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EXPENSES: Major purchases of equipment		
New items purchased in current tax year	Date of purchase	Cost
	____ / ____ / ____ -	\$
	____ / ____ / ____ -	\$

DEPRECIATION/AMORTIZATION (Prior Years)	
Property	Amount
	\$
	\$
	\$
	\$

PRODUCTS SOLD BY DIRECT SELLERS	
Inventory at beginning of year	\$
Products purchased during year	\$
Cost of products for personal use	\$
Supplies added to product for resale	\$
Other costs	\$
Inventory at end of year	\$



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