

**SECTION S**

**SELF EMPLOYED BUSINESS INCOME & EXPENSE**

NAME & ADDRESS OF BUSINESS		TYPE OF BUSINESS	
IS YOUR BUSINESS A: <u>SOLE PROPRIETOR / DBA</u> <u>LLC</u> <u>CORPORATION</u>			
<b>GROSS RECEIPTS OR SALES (TOTAL INCOME)</b> \$			
<b>Cost of Goods Sold:</b>		Rent or Lease :machinery / equipment	\$
Cost of merchandise purchased	\$	Rent or Lease: other business property	\$
Cost of Labor (Subcontractors-1099s)	\$	Taxes & Licenses	\$
Materials & supplies	\$	Travel	\$
Other costs	\$	Meals & Entertainment	\$
Inventory at end of year	\$	Utilities (Business related)	\$
<b>OTHER EXPENSES:</b>		Telephone	\$
Advertising	\$	Payroll (employees- W-2s)	\$
New Asset / Equipment (if multiple items, please list seperately)		Other Business expenses	\$
Date purchased:	Cost \$	<b>VEHICLE EXPENSE:</b>	
Insurance	\$	Vehicle Expenses (oil, gas, repair, etc.)	\$
Interest Expense	\$	Vehicle Mileage (if multiple vehicles, please list mileage seperately)	
Truck or other interest (Business related)	\$	Business mileage	#
Legal & Professional Fees	\$	Personal mileage	#
Office Expense	\$	Total mileage	#
<b>* YOU MUST FILL THIS OUT IF TOTALLY SELF-EMPLOYED:</b>			<b>BANK DEPOSITS \$</b>
<b>BASIC LIVING EXPENSES:</b>			
MONTHLY HOUSE PAYMENT	\$	MONTHLY HOME UTILITIES	\$
MONTHLY CAR PAYMENT	\$	MONTHLY FOOD COSTS	\$
		OTHER LOAN PAYMENTS	\$
		OTHER EXPENSES	\$

**\* SECTION T DIRECT DEPOSIT INFORMATION - PLEASE UPDATE FOR 2011**

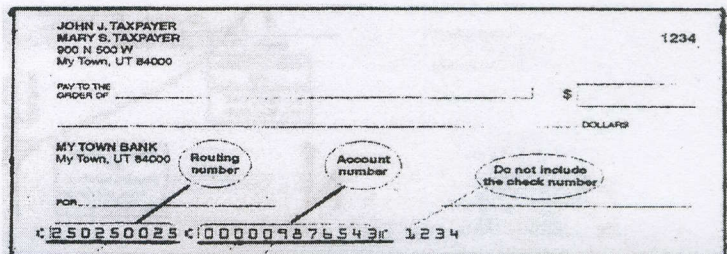
\* We will not direct deposit your refund unless all account information is complete. We will NOT use last year's information.  
 \* E-file is mandatory this year by the IRS. If you chose not to e-file, we will need to obtain a signed waiver.

       YES, I WANT MY TAX RETURN E-FILED.        NO, I WANT TO MAIL IN MY TAX RETURN.

Speed up your refund, e-file your tax return. E-filing requires a direct deposit to your bank account for your refund. Direct deposit is also available with paper mail-in tax returns. There is no extra fee for this service. Please fill our the following information:

ROUTING NUMBER: \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_  
 TYPE:  CHECKING OR  SAVINGS

**DIRECT DEPOSIT EXAMPLE >>>**



**\* SECTION U TAX RETURN PREPARATION FEE / PRE - PAYMENT**

If you are unsure of the amount paid, please call our office and we will look up the amount for you. This is an approximate amount. If there are additional charges or credits, we will bill you for the difference or refund your overpayment.

**There will be a \$20.00 fee for returned checks.**

**Tax returns will not be released until payment is received.**

METHOD OF PAYMENT:

CHECK # \_\_\_\_\_  VISA  MASTERCARD  
 \*Please make checks payable to Tax Pros\* Account # \_\_\_\_\_  
 OTHER PAYMENT METHOD Exp. Date: \_\_\_\_\_  
 Signature (required) \_\_\_\_\_