



# S & S TAXPRO SERVICE

## CORPORATION, LLC OR SELF- EMPLOYEED CLIENT DATA SHEET

<b>Business Name:</b>		<b>Owner name:</b>	
<b>EIN/TAX ID NO :</b>		<b>SSN NO :</b>	
<b>Address:</b>			
<b>Type of Business:</b>	<b>Products or Services:</b>		
<b>Business Entity:</b>	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC		
<b>Date Business Formed:</b>	/ /	<b>Number of Months in Business This Year.</b>	

1. Accounting system Used:             Cash             Accrual             Other (explain) -
2. Inventory Valuation (if any) is based on:             Cost             Market             Other
3. Did you use any part of your home for business?             Yes             No
4. Did you buy or sell any business assets during the year?             Yes             No (If yes, list details on asset sheet.)
5. Did you make any payment that require to file 1099 form  Yes  No    6. Did you receive any 1099 form?  Yes  No

<b>INCOME</b>	<b>COST OF GOODS SOLD (If applicable)</b>
Gross Receipts or Sales	Inventory at Beginning of Year
Cash Tips	Purchases
Income Reported on Form 1099*	Cost of Labor (related to inventory)
Returns & Allowances	Materials and Supplies
Commissions*	Other Inventory Costs
Other (Enclose detail)	Inventory Withdrawn for Personal Use
*Do not list 1099's or commissions separately if included in gross receipts.	Inventory at End of Year
Cash Bank Balance at Start of Year	Cash Bank Balance at End of Year
<b>EXPENSES</b>	<b>EXPENSES</b>
Advertising	Wages (not reported above)
Bad Debts (only if reported as income)	Payroll Taxes
Bank Charges	Payroll/Salary
Commissions & Fees Paid	Accountant/Bookkeeping fees
Credit card Fees	Other Taxes
Employee Benefit Programs	Real Estate
Insurance	Personal Property
Laundry & Cleaning	Business Gifts
Legal & Professional Fees	<b>Auto Expenses (written records required)</b>
License Fees (business & professional)	Total Commuting Miles
Mortgage Interest	Business Miles
Other Business Interest	Other Miles
Office Supplies or expenses	Parking and Tolls
Postage & Shipping	Gas
Pension/Profit-Sharing (Employees)	Oil, Maintenance, Washing
Rent & Lease (vehicles, equipment)	Tires
Rent & Lease (real estate)	Transportation
Repairs & Maintenance	Tax preparation fees( Prior Year)
Supplies	Cabs, Rental Cars, Buses
Telephone/Cell phone	Tickets & Events
Uniform-	Meals & Entertainment (list 100% of expenses)
Miscellaneous Expenses	Meals & Tips
Janitorial services	Travel (Out of Town) Lodging
Security / safety deposit fee	Other-
Other-	

I declare under penalty of perjury, under the laws of the IRS, that all statements contained in this form and accompanying documents is true and correct. I would like my taxes prepared according to the information I supplied above. I agree to pay a \$30 fee at the time of service, once my data has been entered, if I decided not to have my Tax Return prepared by S&S Taxpro Service.

**Taxpayer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_