

Tax Year Business Information

Did you receive PPP funds in 2020? YES NO IN 2021? YES NO
Please provide all documents related to PPP Funds and ANY forgiveness confirmation.

Business Name _____ Business Owner _____

A1 - BUSINESS ASSET PURCHASES & IMPROVEMENTS

| Date Purchased | Description | Cost | Date Purchased | Description | Cost |
|----------------|-------------|------|----------------|-------------|------|
| / / | | | / / | | |
| / / | | | / / | | |

A2 - BUSINESS ASSET SALES & DISPOSITIONS

| Date Purchased | Description | Cost | Date Purchased | Description | Cost |
|----------------|-------------|------|----------------|-------------|------|
| / / | | | / / | | |
| / / | | | / / | | |

A3 - INCOME/COST OF GOODS SOLD

| | |
|-----------------------------|--|
| Gross Receipts or Sales | |
| Returns and Allowances | |
| Cost of Good Purchases | |
| Cost of Goods Cost of Labor | |
| Cost of Goods Other Costs | |

A4 - INVENTORY / GEN Question

| | |
|---|--|
| Inventory at Beginning of Year | |
| Inventory at End of Year | |
| Did you sale/trade any business assets? | |
| Did you Issues All Required 1099's? | |
| | |

A5 - BANK RECONCILIATION

| | | | |
|---|--|---|--|
| Bank Balance at the beginning of the tax year | | Bank Balance at the end of the tax year | |
|---|--|---|--|

A6 - EXPENSES



marker indicates payments that may require the issuance of a 1099-NEC if the annual amount you paid to a non-employee individual is \$600 or more. THE IRS REQUIRES ALL 1099's TO BE FILED BY 1/31. IRS Penalties will be assessed for non or late filing.

| Business Expense | Amount | Business Expense | Amount |
|--|--------|--|--------|
| Advertising | | Lease Improvements (Enter these expenses in Section A8) | |
| Automobile Expenses (list details below in A7 Section) | | Legal & Professional | |
| Buy/sale/trade any vehicle(s) used in business? | | Licenses (list multi-year licenses & permits under "other") | |
| Business Meals (do not include per diem rates) | | Office Expense | |
| Commissions and Fees | | Pension Plan Fees | |
| Contract Labor | | Rent - Equipment | |
| Dues & Publications | | Rent - Other | |
| Employee Benefit Plans | | Repairs | |
| Employee Health Care Plans | | Supplies | |
| Entertainment (not deductible for federal) (100%) | | Taxes - Payroll (Do not include amounts withheld from employees) | |
| Equipment - \$2500 or less per item | | Taxes - Sales | |
| Equipment - more than \$2500 each, list in A1 Section | | Taxes - Property | |
| Freight/Postage | | Telephone | |
| Gifts (Limited to \$25 per person/couple) | | Utilities | |
| Insurance (Provide details of type and amount) | | Wages (W-2) (Generally the amount from line 1 of the form W3) | |
| Interest - Mortgage | | Other Expenses | |
| Interest - Other | | Other: | |
| Internet Service | | Other: | |

A7 - Mileage

| | | | |
|--|--------|--|--------|
| Auto 1 Beginning Mileage | | Auto 2 Beginning Mileage | |
| Auto 1 Ending Mileage | | Auto 2 Ending Mileage | |
| Total Business Miles | | Total Business Miles | |
| Written log & 3rd party odometer verification? | YES NO | Written log & 3rd party odometer verification? | YES NO |

All information listed on document is true and accurate. I have receipts and/or documentation to prove all deductions claimed on this tax return. Alpha Omega Tax Service has not audited any of my records and is relying solely on the information I am providing.

Signature _____ Date _____

Alpha Omega Tax Service LLC 1028 N Parkerson Ave #B Crowley, LA 70526

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taxhelp@3taxladies.com (Please do not email ANYTHING with Social Security Numbers!)