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Business Tax Summary Form

This form will assist us with preparing your taxes more effectively.
Please provide us with accurate information and enclose all 1099 forms for the current year.

Business Name: _____

Description of Business: _____

Total Income Reported on Forms 1099: _____

All other business income not reported on 1099: _____

Common Expenses Related to Business Activity:

Advertising	\$	Utilities	\$
Contract Labor	\$	Wages & Salaries	\$
Business Insurance	\$	Bank Fees/Merchant Fees	\$
Interest Expense	\$	Telephone	\$
Professional Fees	\$	Delivery & Shipping Costs	\$
Office Supplies	\$	Dues & Publications	\$
Rent: Equipment	\$	Printing Expenses	\$
Rent: Office	\$	Repairs & Maintenance	\$
Real Estate Taxes	\$	Taxes	\$
Travel	\$	Meals & Entertainment	\$
License Fees	\$	Supplies	\$
Training & Seminars	\$	Technology Fees	\$
Parking/Taxi	\$	Other:	\$

Did you incur transportation costs? Indicate the number of business miles driven in the current year: _____

Did you keep a record of where you traveled for business?: YES NO

For additional Summary Forms, including Annual Tax Summary Forms, please visit our website at www.kerryvanisom.com/resources.

PLEASE ATTACH ALL 1099 FORMS.

Did your business receive any of the following COVID assistance?

PPP Loan SBA EIDL Loan Grant Income PUA Unemployment