

# MCG Small Biz Worksheet

*Corporations, S-corporations, Partnerships & LLCs with more than one member must be reported in a separate Biz Organizer; don't use this form.*

<b>Your name:</b>	Fill as much of the blue section as you can; in the other sections, make an entry only if that item pertains to your situation		
	<b>Biz #1</b>	<b>Biz #2</b>	<b>Biz #3</b>
Owned by	<input type="checkbox"/> Taxpayer <input type="checkbox"/> Spouse <input type="checkbox"/> Joint	<input type="checkbox"/> TP <input type="checkbox"/> SP <input type="checkbox"/> Joint	<input type="checkbox"/> TP <input type="checkbox"/> SP <input type="checkbox"/> Joint
Biz name (if you just use your own name, write 'same')			
Biz EIN (if any, if you don't have a separate tax ID, write 'none')			
Street address (if you work this gig from your home, write 'same')			
City State Zip (if you work this gig from your home, write 'same')			
Primary product/service			
Did you materially participate in running this business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you start this business during this tax year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you pay anyone \$600 or more for services rendered or rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, did you issue Form 1099 to those payees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Biz income reported to you on Form 1099-NEC			
Additional biz income not reported on Form 1099-NEC			
Other miscellaneous income			
Cost of goods sold (inventory purchases)			
Advertising			
Commissions & fees			
Contract labor			
Employee benefit programs			
Liability & property insurance			
Interest (mortgages)			
Interest (other)			
Professional fee (legal, accounting, etc.)			
Office costs			
Rent			
Repairs & maintenance			
Supplies			
Taxes & licenses			
Travel			
Business meals			
Utilities			
Wages			
Other:			
Other:			
Other:			

<b>Biz Asset Improvements:</b>	<b>Biz #1</b>		<b>Biz #2</b>		<b>Biz #3</b>	
Description						
Date placed in service						
Cost						
Is this improvement used 100% for this biz?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you want to take maximum accelerated depreciation (i.e., full expense all in one year)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Did you use a personal vehicle for this biz?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Description of vehicle						
Date of first biz use						
Do you have a written mileage log (we can't take biz mileage without an IRS compliant written log)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Biz mileage						
Other mileage						
Parking & tolls						
<b>Did you use your personal residence for this biz?</b> (Space used must be <u>regularly</u> & <u>exclusively</u> for business; dual use space is not deductible).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Original home cost plus improvements to date of biz use						
Date of first biz use						
Square feet of biz area						
Square feet of entire house						
Do you want to claim the simplified \$5 per square foot & skip listing actual expenses below?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
For each of these expenses, 'direct' mean it was for only the biz area; 'indirect' means it was for the whole house—we will pro-rate it to get the biz portion.	Direct	Indirect	Direct	Indirect	Direct	Indirect
Mortgage interest						
Real estate taxes						
Homeowner's insurance						
Rent						
Repairs & maintenance						
Utilities						
Other						
Other						