

Customer Provided Schedule C Information Verification

Howard Tax Associates will prepare your Federal income tax returns from information you furnish to us. We will use our professional judgment in preparing your returns. **The responsibility for the data on the tax returns, and for your returns themselves, rests with you.** We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of it or furnish us with additional data. However, IRS Due Diligence requirements force us to be satisfied that the information is reasonable.

By inserting your name or signature below, you agree: that you will inform us of all your income from all sources; that the amounts furnished for deductible expenses, including business expenses, were actually paid by you during the tax year and adequate records or other evidence exists to substantiate the deductions claimed; that you will review the tax return and accompanying schedules carefully before filing.

Date: _____ Tax Year: _____ Signature: _____

Total Business Income _____
 Rebates, Returns, Etc. _____
 Do you use an accounting system? Y__ N__

Inventory Data

Beginning Inventory _____
 Items purchased for resale _____
 Labor on items for sale _____
 Materials used on items for sale _____
 Other Inv. Costs (ship, storage, etc.) _____
 Ending Inventory _____

Business Operational Expenses

Advertising _____
 Commissions Paid _____
 Contract Labor _____
 Insurance (not vehicle or health) _____
 Mort. Int. for 100% business prop. _____
 Interest (Bus. Loans, not vehicle) _____
 Legal & Prof. Services _____
 Office Supplies & Postage _____
 Equipment Rental or Lease _____
 Property Rental _____
 Repairs (Equip or Property) _____
 Business Supplies _____
 Taxes and Licenses (not vehicle) _____
 Travel (no meals or entertainment) _____
 Meals & Entertainment (Act or Std) _____
 Utilities, internet & Telephone _____
 Wages & Salaries (not already used) _____
 Other Expenses (Description and Amount) _____

Business Use of Home Data

Note that the business space must be 100% used for business purposes to claim (i.e., no checking personal email or other personal use software on your business computer). Please consider the advantages and disadvantages of whether or not to claim business use of your home.

Total area of home _____
 Area used 100% for bus. _____
 Basis including land (cost or other) _____
 Land basis (cost or other) _____
 Date placed in service _____
 Home Expenses

Item	Direct (i.e. 100%) (Business)	Indirect (Personal &) (Business)
Mort. Int.		
Prop. Tax		
Insurance		
Rent (If not owned)		
Repairs & Maint.		
Utilities		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		

Other Expenses Cont'd (Description and Amount)

Current Year Vehicle Expenses

Item	Veh. #1		Veh. #2		Veh. #3	
Description						
In Service Date						
Cost or Basis						
Total Miles Driven for this year						
Business Miles this year						
Commute Miles this year						
Have Written Evidence?	Y	N	Y	N	Y	N
Vehicle Int. Expense						
Repairs & Maintenance						
Gas						
Tolls & Parking						
Registration Fees						
Vehicle Insurance						
Disposed of this year?	Y	N	Y	N	Y	N
If yes, date disposed						
If yes, amount received						
Was it traded in?	Y	N	Y	N	Y	N

Current Year New or Disposed of Depreciable Property, Equipment and Software. If you are a first time customer, include all items used in your business. Use additional sheets if required.
 (Includes improvements and major repairs that extend the life of the property such as a new roof)

	Property A		Property B		Property C		Property D		Property E	
Description										
Cost (Incl Land if a building)										
Land Cost (If a building)										
% Business Use										
Date Placed in Service										
Disposed? (Yes or No)	Y	N	Y	N	Y	N	Y	N	Y	N
Date Disposed If yes										
Amount Rcvd For Bldg or Or Equipment										
Amount Rcvd For land if a building										