

# calculate basic

♥ This form helps you calculate the basic numbers you'll need to file your federal tax return. There are some additional calculations, but they are typically done when filing your taxes—by the software, the person helping you, or worksheets. If you are using TurboTax, H&R Block, a tax preparer, or accountant, then this is all you need. ♥ If you're using **paper forms** or want to do the math to predict some of your taxes, use the **CALCULATE Next Level** form in addition to this one. Questions? Email me at: [jennygirlfriday@gmail.com](mailto:jennygirlfriday@gmail.com).

## Income

does NOT include  
sales tax collected

Gross Sales - reported on 1099-MISCs	\$
Gross Sales - reported on 1099-Ks	\$
Gross Sales - all other payments (including barter)	\$
<b>Gross Income Total</b>	\$

## Expenses\*

Advertising	website, business cards, flyers, design fees	\$
Car and Truck	parking fees, ferry, tolls + mileage/actual costs**	\$
Commissions and Fees	official ones, e.g. broker fees	\$
Contract Labor	independent contractors who <b>not</b> professionals	\$
Depreciation and Section 179	items, tools that cost over \$100	\$
Insurance	professional insurance, general liability	\$
Interest	credit card for biz expenses, business loans	\$
Legal and Professional	lawyers, accountants, anyone requiring prof. license	\$
Office expense	paper, ink, folders, notebooks, postage	\$
Rent or Lease	for office, equipment	\$
Repairs and Maintenance	computers, tools, equipment	\$
Supplies	stuff you need for your service or products and books, magazines, professional dues	\$
Taxes and Licenses	business licenses, B+O tax	\$
Travel	airfare, lodging, meals during travel	\$
Meals (Half of \$_____)	meals + entertainment in town	\$
Utilities	cell phone, Dropbox, wi-fi, percentage of home utilities (if applicable)	\$
Other - Bank Fees	fees from banks, credit cards, PayPal, Stripe, etc.	\$
Other - Prof. Development	classes, consulting, conferences, retreats, webinars	\$
Other - _____		\$
<b>Total Expenses</b>		\$

## Home Office

Simplified Option Multiply square footage \_\_\_\_\_ x \$5 = \$

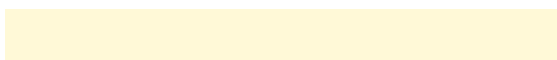
## Mileage

Grand Total-All Miles	
Commuting Total	
Personal Total	
Business Total	

## Estimated Qtrly Tax Payments

\$
\$
\$
\$

Reward!



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\*Four categories are removed from this form: Depletion, Employee Benefit Programs, Pension + Profit Sharing, Wages

\*\* If using Actual Costs, include that amount. If using Mileage, keep those separate for now. See Calculate Next Level for more info.