essential numbers for tax time | for service providers in Seattle

♥ Gross Sales [   ] >

♥ Expense by Category

Category	Description	Amount
Advertising	*Psych Today* , website, business cards, flyers	
Car /Truck - pt 1	parking fees, ferry, tolls	
Car / Truck - pt 2	mileage or actual costs	
Commissions / Fees	official ones, e.g. broker fees	
Contract Labor	independent contractors who are not professionals	
Depr./Section 179	items, tools that cost over $100	
Insurance	general liability	
Interest	business loans	
Legal and Prof.	**prof. license, prof. insurance** /supervisor, lawyers, accountants	
Office Expense	**Simple Practice,** paper, ink, folders, notebooks, postage	

Category	Description	Amount
Rent or Lease	for office, equipment	
Repairs/Maintenance	computers, tools, equipment	
Supplies	books, magazines, candles, pillows, kleenex	
Taxes and Licenses	business licenses, B+O tax, entity renewal	
Travel	transportation, lodging, meals during travel	
Meals (Half of Total)*	meeting with others for biz	
Utilities	cell phone, Dropbox, wi-fi, % of home utilities (if applicable)	
Other - Bank Fees	redit cards, PayPal, Stripe, etc., bank account charges	
Other - Prof. Dev.	classes, consulting, conferences, retreats, webinars, **Cry Camp , T&S**	
Other - _____		

Mileage	
Business	
Personal	
Commuting	
Odometer / Jan 1	
Dec 31	

Total Expenses [   ]

Tentative Profit [   ]

Home Office
Sq. Footage [   ]

*In 2022 - take 100%

	Date	Amount		Date	Amount
Estimated Quarterly	1		3		
♥ Tax Payments	2		4		

♥ irs

Total Gross [   ] *

	Payer / Processor	Amount	✓
FILE **1099-NEC** and **1099-MISC** *From Payers*			
other payments			

	Payer / Processor	Amount	✓
STORE **1099-K** *From Processors*			

♥ wa state

Services [   ] *

♥ seattle

Total "Worldwide" Gross Sales [   ] *

Inside Seattle [   ]

* This is the same number