



**NBAC CORP**

451 Hungerford Dr, Suite 300, Rockville MD 20850

Tel: 301.977.0090 Fax: 301.977.5199

[www.nbaccorp.com](http://www.nbaccorp.com)

### Self Employed Business Income and Expenses

|                         |                      |              |
|-------------------------|----------------------|--------------|
| Name of business (A)    | <input type="text"/> | EIN, A _____ |
| Address of business (A) | <input type="text"/> |              |
| Name of business (B)    | <input type="text"/> | EIN, B _____ |
| Address of business (B) | <input type="text"/> |              |

Describe activities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|    |                                      | Business A<br>Prior Year | Current Year | Business B<br>Prior Year | Current Year |
|----|--------------------------------------|--------------------------|--------------|--------------------------|--------------|
| 1  | Gross receipts or sales              |                          |              |                          |              |
| 2  | Returns and allowance                |                          |              |                          |              |
| 3  | Inventory at beginning of year       |                          |              |                          |              |
| 4  | Inventory at end of year             |                          |              |                          |              |
| 5  | Cost of merchandise purchased        |                          |              |                          |              |
| 6  | Cost of labor                        |                          |              |                          |              |
| 7  | Materials and supplies               |                          |              |                          |              |
| 8  | Bad debts from sales or services     |                          |              |                          |              |
| 9  | Depletion                            |                          |              |                          |              |
| 10 | Depreciation                         |                          |              |                          |              |
|    | <b>Sales Expenses</b>                |                          |              |                          |              |
| 11 | Advertising                          |                          |              |                          |              |
| 12 | Appraisal Fees                       |                          |              |                          |              |
| 13 | Bank Charges                         |                          |              |                          |              |
| 14 | Business Cards                       |                          |              |                          |              |
| 15 | Travel                               |                          |              |                          |              |
| 16 | Car and truck expenses               |                          |              |                          |              |
| 17 | Business Entertainment               |                          |              |                          |              |
| 18 | Business Meals                       |                          |              |                          |              |
| 19 | Client gifts                         |                          |              |                          |              |
| 20 | Commissions / Referrals              |                          |              |                          |              |
| 21 | Courier Service / Fed Ex             |                          |              |                          |              |
| 22 | Film / Processing                    |                          |              |                          |              |
| 23 | Flowers / Cards                      |                          |              |                          |              |
| 24 | Keys / Locksmiths                    |                          |              |                          |              |
| 25 | Lock Boxes                           |                          |              |                          |              |
| 26 | Maps / Books                         |                          |              |                          |              |
| 27 | Office Expenses                      |                          |              |                          |              |
| 28 | Photocopying                         |                          |              |                          |              |
| 29 | Postage                              |                          |              |                          |              |
| 30 | Printing                             |                          |              |                          |              |
| 31 | Rent or lease: machinery / equipment |                          |              |                          |              |

|    |  |  |  |  |  |
|----|--|--|--|--|--|
| 32 | Rent or lease: other business property |  |  |  |  |
| 33 | Repairs and maintenance                |  |  |  |  |
| 34 | Sales Assistants                       |  |  |  |  |
| 35 | Signs, Flags, Banners                  |  |  |  |  |
| 36 | Subcontracted Labor                    |  |  |  |  |
| 37 | Supplies                               |  |  |  |  |
| 38 | Tools                                  |  |  |  |  |
| 39 | Wages                                  |  |  |  |  |
| 40 | Payroll Taxes                          |  |  |  |  |
| 41 | Taxes and licenses                     |  |  |  |  |
| 42 | Employee Benefits                      |  |  |  |  |
| 43 | Other                                  |  |  |  |  |
|    | <b>Professional Expenses</b>           |  |  |  |  |
| 44 | Audio / Visual Aids                    |  |  |  |  |
| 45 | Continuing Education                   |  |  |  |  |
| 46 | Licenses                               |  |  |  |  |
| 47 | Memberships                            |  |  |  |  |
| 48 | Publications                           |  |  |  |  |
| 49 | Seminars                               |  |  |  |  |
| 50 | Other                                  |  |  |  |  |
|    | <b>Communications Expenses</b>         |  |  |  |  |
| 51 | Cable (Business use only)              |  |  |  |  |
| 52 | Cell Phone                             |  |  |  |  |
| 53 | Fax / Modem / DSL / Cable              |  |  |  |  |
| 54 | Internet / Web Page                    |  |  |  |  |
| 55 | Long Distance                          |  |  |  |  |
| 56 | Pay Phone                              |  |  |  |  |
| 57 | Telephone (2nd Line)                   |  |  |  |  |
| 58 | Other                                  |  |  |  |  |
|    | <b>Equipment and Software Expenses</b> |  |  |  |  |
| 59 | Attache / Brief Case                   |  |  |  |  |
| 60 | Calculator / PDA                       |  |  |  |  |
| 61 | Camera                                 |  |  |  |  |
| 62 | Cell Phone                             |  |  |  |  |
| 63 | Computer                               |  |  |  |  |
| 64 | Fax Machine / Scanner                  |  |  |  |  |
| 65 | File Cabinets                          |  |  |  |  |
| 66 | Office Furniture                       |  |  |  |  |
| 67 | Printer / Copier                       |  |  |  |  |
| 68 | Software                               |  |  |  |  |
| 69 | Tape Recorder                          |  |  |  |  |
| 70 | Telephone                              |  |  |  |  |
| 71 | Other                                  |  |  |  |  |
|    | <b>Other expenses</b>                  |  |  |  |  |
| 72 | Insurance (not health)                 |  |  |  |  |
| 73 | Mortgage interest                      |  |  |  |  |
| 74 | Other interest                         |  |  |  |  |
| 75 | Legal and professional services        |  |  |  |  |
| 76 | Pension and profit-sharing plans       |  |  |  |  |
| 77 | Utilities                              |  |  |  |  |
| 78 | Other                                  |  |  |  |  |
|    | <b>Total</b>                           |  |  |  |  |



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### Office in Home

Name : \_\_\_\_\_

Tax Year \_\_\_\_\_

| Self-Employed Business Use of Home Expenses |   |        |         |
|---|---|--------|---------|
|   |   | Amount | Remarks |
| 1   | Used Exclusively for Business? Yes _____ No _____ |        |         |
| 2   | Total Living Area in home (square feet)           |        |         |
| 3   | Area Used for Business (square feet)              |        |         |
| 4   | 1st Mortgage interest                             |        |         |
| 5   | 2nd Mortgage interest                             |        |         |
| 6   | Equity Line Interest                              |        |         |
| 7   | Other Home Interest                               |        |         |
| 8   | Real Estate Taxes                                 |        |         |
| 9   | Home Owners or Renter's Insurance                 |        |         |
| 10  | General Repairs (plumber, electrician, etc)       |        |         |
| 11  | Repairs to office area                            |        |         |
| 12  | Cleaning / Maintenance                            |        |         |
| 13  | Yard Work / Snow Removal                          |        |         |
| 14  | Condo Fees  |        |         |
| 15  | Rent Paid (If Renting)                            |        |         |
| 16  | Home Owners Association Dues                      |        |         |
| 17  | Utilities (Gas, Oil, Electric, Water)             |        |         |
| 18  | Communications (Telephone, Internet)              |        |         |
| 19  | Trash Collection Fees                             |        |         |
| 20  | Other Expenses                                    |        |         |
| 21  | Purchase price of home *                          |        |         |
| 22  | Value of land at time of purchase                 |        |         |
| 23  | Date of purchase                                  |        |         |
| 24  | Improvements (Additions, Renovation)              |        |         |
| 25  | Date placed in service for Business use           |        |         |
| 26  | Other   |        |         |
|   | <b>Total</b>                                      |        |         |

\* Please provide copy of Settlement Sheets for purchase and any refinancing



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## Vehicle and Travel Expenses

Name \_\_\_\_\_

Tax year \_\_\_\_\_

|    |                               | Amount             | Remarks |
|----|-------------------------------|--------------------|---------|
| 1  | Vehicle Expenses              |                    |         |
| 2  | Description of Auto           |                    |         |
| 3  | Date Purchased                |                    |         |
| 4  | Purchase Price (Incl. Tax)    |                    |         |
| 5  | Date placed in Bus.Use        |                    |         |
| 6  | Odometer - beginning of year  |                    |         |
| 7  | Odometer - end of year        |                    |         |
| 8  | Total miles this year         |                    |         |
| 9  | Business miles                |                    |         |
| 10 | Commuting Miles               |                    |         |
| 11 | Daily Avg. R / T commute      |                    |         |
| 12 | Personal Miles                |                    |         |
| 13 | Is Car leased?                | Yes _____ No _____ |         |
| 14 | is Car owned?                 | Yes _____ No _____ |         |
| 15 | Depreciated in prior.year?    | Yes _____ No _____ |         |
| 16 | Gas / Oil / Lube              |                    |         |
| 17 | Repairs and Maintenance       |                    |         |
| 18 | Tires                         |                    |         |
| 19 | Insurance                     |                    |         |
| 20 | Auto License / Tags           |                    |         |
| 21 | Personal Property Tax         |                    |         |
| 22 | Lease Payments                |                    |         |
| 23 | Interest (Auto Loan)          |                    |         |
| 24 | Warranty                      |                    |         |
| 25 | Inspection                    |                    |         |
| 26 | Parking / Tolls               |                    |         |
| 27 | Car Washes                    |                    |         |
| 28 | Auto Club                     |                    |         |
| 29 | Other                         |                    |         |
|    | <b>Travel Expenses</b>        |                    |         |
| 30 | Airfare / Trainfare           |                    |         |
| 31 | Car rentals / Gas / Insurance |                    |         |
| 32 | Taxis, Bus, Shuttles          |                    |         |
| 33 | Lodging                       |                    |         |
| 34 | Meals (while on Travel)       |                    |         |
| 35 | Entertainment (on travel)     |                    |         |
| 36 | Tips                          |                    |         |
| 37 | Telephones / Faxes            |                    |         |
| 38 | Dry Cleaning (out of town)    |                    |         |
| 40 | Other                         |                    |         |
|    | <b>Total</b>                  |                    |         |