



**Coresperity LLC**  
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This organizer is designed to assist you in gathering the information needed to prepare the Organization's current year tax returns. Complete the organizer and answer all applicable questions.

**Use this Organizer to summarize the Income and Expenses from:**

- 1) A sole-proprietor/independent-contractor business** - an informal business carried on by an individual under their SSN;
- 2) Provided Services or Received Payments for which you received a Form 1099.**

If you maintain your organization's books using a bookkeeping system such as QuickBooks, Quicken, Zoho Books, or Excel, you can provide us with an income statement and balance sheet rather than completing the income, expenses, and balance sheet sections of this organizer.

If you would like our staff to prepare business income and expense reports for you, there will be an additional fee to do so. If you prefer this option, please provide us with the following documents:

- Organizational bank statements for all months of the year
- Credit card statements (for organizational-use credit cards)
- Receipts for cash purchases not shown on bank or credit card statements
- Checkbook register (please identify all checks by entering an expense category in the memo section)

**You may email the documents directly to your tax preparer or upload the documents via our client portal.**

We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items, but we will not audit or otherwise verify the data you submit. The Organizer will help you avoid overlooking vital information. By using it, you will help ensure the efficient preparation of your returns and minimize the cost of our services.

**You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.** We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties and interest.



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# Sole Proprietorship Tax Organizer

*Use a separate organizer for each business*

## Sole Proprietor General Information

Name of sole proprietor

Business name (*if different*) EIN (*if applicable*)

Business address (if different from home address)

Principal business activity      Date business started      Date business closed

### Principal product or service

Yes No Was the primary purpose of the business activity to realize a profit?

Yes No Did you materially participate (involved in a regular, continuous, and substantial basis) in the operation of this business?

Has the business reported any losses in prior years?

Accounting method:  Cash  Accrual  Other (specify) \_\_\_\_\_

Yes   No   Does the business file under a calendar year? (If no, list the fiscal year.)

## **Sole Proprietor Specific Questions**

Yes	No	Did you pay any family members for business services?	
Yes	No	Did you make any payments of \$600 or more to subcontractors, attorneys, accountants, directors, etc.?	
If Yes, did you issue Form 1099-NEC? Provide a list with name and social security number of each person to whom you paid \$600 or more.			
Yes	No	Did you make, or do you plan to make, any contributions to a self-employed retirement plan?	
		Type of plan	Amount contributed
Yes	No	Did you pay for your own health/dental insurance? If Yes, provide amount of premiums paid during the year.	\$
Yes	No	Did you have any employees?	
Yes	No	Did you have any bartering transactions in 2025?	
Yes	No	Did you have a Paycheck Protection Program (PPP) loan that was forgiven in 2025?	

## **Sole Proprietor Business Income**

Gross receipts or sales (if you received Forms 1099-NEC or 1099-K, list name of payer and amount separately from gross receipts or sales)		\$	
Form 1099-NEC	\$	Form 1099-K	\$
Total of all Forms 1099-NEC and 1099-K received		\$	
Returns (cash or credit refunds) and allowances (discounts or reductions in selling price)		\$( )	
Other income (not included in gross receipts above)		\$	

**Form 1099-NEC.** You may receive Form 1099-NEC (instead of Form W-2) if you are not classified as an employee. If you receive Form 1099-NEC, you are generally required to file Schedule C, *Profit or Loss From Business*, claim any expenses associated with the income received, and must pay self-employment (SE) tax on the net income.

**Sole Proprietor Cost of Goods Sold (for manufacturers, wholesalers, and businesses that make, buy, or sell goods)**

Inventory at the beginning of the year	\$
Purchases less costs of items withdrawn for personal use	\$
Cost of labor	\$
Materials and supplies	\$
Inventory at the end of the year	\$

## **Sole Proprietor Business Expenses**

Advertising	\$	Management fees	\$	Wages *	\$
Bad debts	\$	Meals – business (50% deduct.)	\$	Other (list below)	
Bank charges	\$	Office supplies	\$		\$
Business licenses	\$	Start-up costs ( <i>first year of business</i> )	\$		\$
Commissions and fees	\$	Pension and profit-sharing plans	\$		\$
Contract labor *	\$	Rent or lease – car, machinery, equipment	\$		\$
Employee benefit programs	\$	Rent or lease – other business property	\$		\$
Employee health care plans	\$	Repairs and maintenance	\$		\$
Entertainment (not deductible)	\$	Supplies ( <i>not included in inventory cost</i> )	\$		\$
Gifts	\$	Taxes – payroll *	\$		\$
Insurance( <i>other than health insurance</i> )	\$	Taxes – property	\$		\$
Interest – mortgage	\$	Taxes – sales	\$		\$
Interest – other	\$	Taxes – state	\$		\$
Internet service	\$	Telephone	\$		\$
Legal and professional services	\$	Utilities	\$		\$

\* Provide copies of Form W-3, Form 940, Form 941, Form 1096, Form 1099-NEC, Form 1099-MISC, and any state tax forms filed.

**Other Business Expenses – List out type and expense amount**

	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Car Expenses (use a separate form for each vehicle)**

Make/Model				Date car placed in service:			
Yes	No	Car available for personal use during off-duty hours?					
Yes	No	Do you (or your spouse) have any other cars for personal use?					
Yes	No	Do you have evidence?					
Yes	No	Is your evidence written?					
<i>Mileage</i>				<i>Actual Expenses</i>			
Beginning of year odometer			Gas/oil	\$			
End-of-year odometer			Insurance	\$			
Business mileage			Parking fees/tolls	\$			
Commuting mileage			Registration/fees	\$			
Other mileage			Maintenance/Repairs	\$			

Generally, you can use either the standard mileage rate or actual expenses to calculate the deductible costs of operating your car for business purposes. However, to use the standard mileage rate, it must be used in the first year the car is available for business. In later years, you can then choose between either the standard mileage rate method or actual expenses.

**Travel Expenses**

• <b>Meals.</b> You can deduct the cost of meals while traveling away from home on business. You can use the actual cost of your meals or the standard meal allowance per diem, which can vary by location.	• <b>Travel/Lodging.</b> You can deduct the ordinary and necessary expenses of traveling away from your home for business purposes (transportation, lodging, baggage fees, etc.).
City visited (for per diem)	# of days in city

**Travel expenses**

Airfare	\$	Other travel expenses (describe below)	
Bus, train, taxi	\$		\$
Entertainment (not deductible)	\$		\$
Lodging	\$		\$
Parking and tolls	\$		\$
Meals (actual receipts)	\$		\$

**Equipment Purchases – Enter the following information for depreciable assets purchased that have a useful life greater than one year**

Asset	Date purchased	Cost	Date placed in service	New or used?
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		

**Depreciation.** Depreciation is the annual deduction that allows you to recover the cost or other basis of your business property over a certain number of years. Depreciation starts when you first use the property in your business. It ends when you either take the property out of service, deduct all your depreciable cost or basis, or no longer use the property in your business. The IRS has outlined a useful life (a set number of years) for most assets.

## Equipment Sold or Disposed of During Year

Asset	Date out of service	Date sold	Selling price/ FMV	Trade-in?
			\$	
			\$	
			\$	
			\$	

**Disposition of Property.** A disposition of property occurs when you sell property for cash or other property, you exchange property for other property, you transfer property to satisfy a debt, you abandon property, your bank forecloses or repossesses your property, or your property is damaged, destroyed, or stolen and you receive property or money in payment.

## Business Use of the Home

Area of home must be used regularly and exclusively for business except for storage or daycare.

**Note:** Managing rental activities or investments does not qualify for business use of the home.

All Taxpayers	For Daycare Only
A) Business use area (square footage)	1) Hours used for daycare
B) Total area of home (square footage)	2) Total hours in year

Enter below only the expenses paid during the period the home was used for business.

*Direct expenses benefit only the business use portion of the home. This includes painting or repairs exclusively for the business area.*

*Indirect expenses are for keeping up and running the entire home, such as mortgage interest and property taxes.*

If you bought or sold your home during 2025, copy this worksheet and fill out one for each home.

	Direct	Indirect		Direct	Indirect
Mortgage interest	\$	\$	Repairs and maintenance	\$	\$
Property taxes	\$	\$	Utilities	\$	\$
Insurance	\$	\$	Other	\$	\$
Rent	\$	\$	Other	\$	\$

## Depreciation of the Home

Lower of cost or fair market value of home	\$	Improvements?	Yes	No
Value of land	\$	Casualty losses in 2025?	Yes	No

## 1) Exclusive Use Test—Business Use of Home

The exclusive use test is met if an area of the home is used only for business. The area can be a room or other separately identifiable space. The space does not need to be marked off by a permanent partition. This test is not met if you use the area both for business and for personal purposes, such as a den used for business during the day and TV viewing during the evening.

The exclusive use test is not required for:

- An area used on a regular basis for storage of inventory or product samples.
- A home used as a daycare facility.

**Storage of inventory or product samples—exception to exclusive use test.** If you use part of a home for business to store inventory or product samples, you are not required to meet the exclusive use test. However, you must meet all the following tests.

- You are in the business of selling products at wholesale or retail.
- The inventory or product samples are kept in the home for use in the business.
- Your home is the only fixed location of the business.
- The storage space is used on a regular basis.
- The storage space is a separately identifiable space suitable for storage.

## 2) Regular Use Test—Business Use of Home

The regular use test means you must use a specific area of the home for business on a regular basis. Incidental or occasional business use is not regular use. All facts and circumstances are considered in determining whether the business use is regular.

## 3) Trade or Business Use Test—Business Use of Home

To satisfy the trade or business use test, the portion of the home used for business must be used in connection with a trade or business. If the business use is for a profit-seeking activity that is not a trade or business, the deduction is not allowed.

## 4) Principal Place of Business Test—Business Use of Home

A trade or business can have more than one location. To qualify for a business use of home deduction, the home must be the principal place of business for that trade or business. To make this determination, the following are considered.

- The relative importance of the activities performed at each place where business is conducted, and
- The amount of time spent at each place where business is conducted.

A home office qualifies under this test if:

- The home office is used exclusively and regularly for administrative or management activities of the trade or business.
- There is no other fixed location where substantial administrative or management activities are conducted.

## Self-Employment (SE) Tax

• SE tax is a Social Security and Medicare tax primarily for individuals who are self-employed. It is similar to the Social Security and Medicare tax withheld from the pay of most wage earners. Your payments of SE tax contribute to your coverage under the Social Security system. Social Security coverage provides you with retirement benefits, disability benefits, survivor benefits, and hospital insurance (Medicare) benefits.

- You must pay SE tax if your net earnings from self-employment were \$400 or more, or you had church employee income of \$108.28 or more. The SE tax rules apply no matter how old you are and even if you are already receiving Social Security or Medicare benefits.
- The SE tax rate on net earnings is 15.3% (12.4% for Social Security plus 2.9% for Medicare). Only the first \$176,100 of combined wages, tips, and net earnings is subject to the 12.4% Social Security part of SE tax.

## Tax Preparation Checklist

Please provide the following documentation:

- All sources of business income documents – 1009-K, 1099 MISC, 1099-NEC, and other income reporting statements
- Income/financial statements for the year per books, balance sheet, depreciation schedule per books, and cash reconciliation of business accounts with the ending cash balance
- If you have employees or paid independent contractors, provide a copy of all Forms W-2, 1099-NEC, 1099-MISC, and any other forms issued to workers.
- If you are a new client, provide copies of last two year's tax returns, including state returns (if applicable), Articles of Organization, Operating Agreement (if any), and depreciation schedules for book, tax, and AMT.
- Copy of all supporting documents for applicable deductions and credits.
- List of other current assets not listed on the organizer (if applicable), categorized on a separate sheet.
- List of other expenses not listed on the organizer (if applicable), categorized on a separate sheet.
- This completed organizer.

## Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If additional information is received after we begin working on the return, you will contact us immediately to ensure the completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review documentation.
- You must be able to provide written records of all items included on the return if audited by either the IRS or state tax authority.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before the tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer may be required for preparation of returns.
- Keep a copy of the tax return and any related tax documents. You may be assessed a fee if you request a duplicate copy in the future.

## Tax Return Preparation

We will prepare the tax return based on the information you provide. In the event the return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of the return do not include auditing, review, or any other verification or assurance.

## Privacy Policy

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your express written permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

**Signatures.** By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities.

*Taxpayer*

*Title*

*Date*