



Black & Gold Tax Service

Self-Employed/ Rental Income Checklist

Business Information



**Employer Identification number
(EIN if applicable)**



Name of business and Date started



**List if items that will last longer than a
year with purchase price and date
purchased**



Record of income



Record of expenses

Vehicle Information



**Year make and model of all vehicles
used for business**



**Date purchased or sold vehicles
used for business**



**Total business miles for each vehicle
used for business**



Total personal miles for each vehicle



**Cost or sales price of all vehicles used
for business**



**Beginning and ending miles for each
vehicle used for business**

Home office information



**Square foot of home and square
foot of area used as a home office**



**Entire Utility Bills i.e. lights,
water, gas (the cost of the
whole house)**



**Total Cost of Cable and
Internet**



**Repair and maintenance for
office only**



**Repair and maintenance for
entire house**

Additional Deductions



**Taxes paid on behalf of
business or rental**



Contract labor



Beginning and Ending Inventory



Legal and Professional services



**Cost of Goods Sold (you will need
this if you have inventory)**