STARTING A BUSINESS AND KEEPING RECORDS
(Taken from IRS Publication 583)

Only Federal tax considerations are discussed in this publication. We do not discuss such items as State Income Taxes, a business license, business personal property taxes, registration with Virginia or City/County regulations, sales/meals taxes, etc.

Forms of Business

The most common forms of business are the sole proprietorship, partnership, and corporation. When beginning a business, you must decide which form of business to use. Legal and tax considerations enter into this decision. Tip. Your form of business determines which income tax return form you have to file.

Sole proprietorships (Schedule C). A sole proprietorship is an unincorporated business that is owned by one individual. It is the simplest form of business organization to start and maintain. The business has no existence apart from you, the owner. Its liabilities are your personal liabilities and you undertake the risks of the business for all assets owned, whether or not used in the business. You include the income and expenses of the business on your own tax return.

More information. For more information on sole proprietorships, see Publication 334, Tax Guide for Small Business. But if you are a farmer, see Publication 225, Farmer's Tax Guide.

Partnerships (Form 1065). A partnership is the relationship existing between two or more persons who join to carry on a trade or business. Each person contributes money, property, labor, or skill, and expects to share in the profits and losses of the business.

A partnership must file an annual information return (Schedule K-1) to report the income, deductions, gains, losses, etc., from its operations, but it does not pay income tax. Instead, it "passes through" any profits or losses to its partners. Each partner includes his or her share of the partnership's items on his or her tax return.

More information. For more information on partnerships, see Publication 541, Partnerships.

Corporations (Form 1120). In forming a corporation, prospective shareholders transfer money, property, or both, for the corporation's capital stock. A corporation generally takes the same deductions as a sole proprietorship to figure its taxable income. A corporation can also take special deductions.

The profit of a corporation is taxed to the corporation when earned, and then is taxed to the shareholders when distributed as dividends. However, shareholders cannot deduct any loss of the corporation.

More information. For more information on corporations, see Publication 542, Corporations.

S corporations (Form 1120S). An eligible domestic corporation can avoid double taxation (once to the corporation and again to the shareholders) by electing to be treated as an S corporation. An S corporation generally is exempt from federal income tax other than tax on certain capital gains and passive income. Its shareholders include on their tax returns their share of the corporation's separately stated items of income, deduction, loss, and credit, and their share of non-separately stated income or loss.

More information. For more information on S corporations, see the instructions for Form 2553, Election by a Small Business Corporation, and Form 1120S, U.S. Income Tax Return for an S Corporation.

Limited Liability Company.   A limited liability company (LLC) is an entity formed under state law by filing articles of organization as an LLC. None of the members of an LLC are personally liable for its debts. An LLC may be classified for federal income tax purposes as either a partnership, a corporation, or an entity disregarded as an entity separate from its owner by applying the rules in regulations section 301.7701-3. See the instructions for Form 8832, Entity Classification Election, for more details.

Identification Numbers

> **NOTE: Generally sole proprietors without employees will use their Social Security Number; therefore there is no need to obtain an Employer Identification Number (EIN).**

You must have a taxpayer identification number so the IRS can process your returns. The two most common kinds of taxpayer identification numbers are the **social security number (SSN)** and the **employer identification number (EIN)**.

- An SSN is issued to individuals by the Social Security Administration (SSA) and is in the following format: 000-00-0000.

- An EIN is issued to individuals (sole proprietors), partnerships, corporations, and other entities by the IRS and is in the following format: 00-0000000.

You must include your taxpayer identification number (SSN or EIN) on all returns and other documents you send to the IRS. You must also furnish your number to other persons who use your identification number on any returns or documents they send to the IRS. This includes returns or documents filed to report the following information.

1) Interest, dividends, royalties, etc., paid to you.
2) Any amount paid to you as a dependent care provider.
3) Certain other amounts paid to you that total $600 or more for the year.

If you do not furnish your identification number as required, you may be subject to penalties.

Employer Identification Number (EIN)

EINs are used to identify the tax accounts of employers, **certain sole proprietors**, corporations, partnerships, estates, trusts, and other entities.

If you don't already have an EIN, **you need to get one if** you:

1) Have employees,
2) Have a qualified retirement plan,
3) Operate your business as a corporation or partnership, or
4) File returns for:
    a) Employment taxes,
    b) Excise taxes, or
    c) Alcohol, tobacco, or firearms taxes.

How to get an EIN. You can get an EIN by mail, telephone, or fax. But first you must fill out Form SS-4, Application for Employer Identification Number. You can get Form SS-4 at SSA offices or by calling the IRS at 1-800-829-3676. It is also available from the IRS web site at www.irs.gov.

When to apply. You should apply for an EIN early enough to receive the number by the time you must file a return or statement or make a tax deposit. If you apply by mail, file Form SS-4 at least 4 to 5 weeks before you need an EIN. If you apply by telephone, you can get an EIN immediately. If you apply by fax, you can get an EIN within 4 business days. If you do not receive your EIN by the time a return is due, file your return anyway. Write "Applied for" and the date you applied for the number in the space for the EIN.

More than one EIN. You should have only one EIN. If you have more than one EIN and are not sure which to use, contact the Internal Revenue Service Center where you file your return. Give the numbers you have, the name and address to which each was assigned, and the address of your main place of business. The IRS will tell you which number to use.

More information. For more information about EINs, see Publication 1635, Understanding Your EIN.

Payee's Identification Number

In the operation of a business, you will probably make certain payments you must report on information returns (discussed later under Information Returns). The forms used to report these payments must include the payee's identification number.

Employee. If you have employees, you must get an SSN from each of them. Record the name and SSN of each employee exactly as they are shown on the employee's social security card. If the employee's name is not correct as shown on the card, the employee should request a new card from the SSA. This may occur, for example, if the employee's name has changed due to marriage or divorce.

Other payee. If you make payments to someone who is not your employee and you must report the payments on an information return, get that person's SSN. If you make reportable payments to an organization, such as a corporation or partnership, you must get its EIN.
To get the payee's SSN or EIN, use Form W-9, Request for Taxpayer Identification Number and Certification. This form is available from IRS offices or by calling 1-800-829-3676. It is also available from the IRS web site at www.irs.gov.

Caution. If the payee does not provide you with an identification number, you may have to withhold part of the payments as backup withholding. For information on backup withholding, see the Form W-9 instructions and the General Instructions for Forms 1099, 1098, 5498, and W-2G.

Tax Year

You must figure your taxable income and file an income tax return based on an annual accounting period called a tax year. A tax year is usually 12 consecutive months. There are two kinds of tax years.

1) Calendar tax year. This is a period of 12 consecutive months beginning January 1 and ending December 31.

2) Fiscal tax year. This is a period of 12 consecutive months ending on the last day of any month except December. A 52- or 53-week period is a fiscal year ending on a specific day of the week that occurs in a particular month or occurs nearest to the last day of a specific month.

If you operate a business as a sole proprietor, the tax year for your business must be the same as your individual tax year. Special rules apply to S corporations and partnerships.

For more information, see Publication 538, Accounting Periods and Methods.

First-time filer. If you have never filed an income tax return, you can choose either a calendar tax year or a fiscal tax year. You must choose a tax year by the due date, not including extensions, for filing your first return.

You must use a calendar tax year if you have inadequate records or you have no annual accounting period, or your annual accounting period does not qualify as a fiscal year.

Changing your tax year. Once you have chosen your tax year, you may have to get IRS approval to change it. To get approval, you must file Form 1128, Application To Adopt, Change, or Retain a Tax Year. You may have to pay a fee. For more information, see Publication 538.

Accounting Method

An accounting method is a set of rules used to determine when and how income and expenses are reported. You choose an accounting method for your business when you file your first income tax return. There are two basic accounting methods.
1) Cash **method**. Under the cash method, you report income in the tax year you receive it. You usually deduct or capitalize expenses in the tax year you pay them.

2) Accrual method. Under an accrual method, you generally report income in the tax year you earn it, even though you may receive payment in a later year. You deduct or capitalize expenses in the tax year you incur them, whether or not you pay them that year.

For other methods, see Publication 538.

If you need inventories to show income correctly, you must generally use an accrual method of accounting for purchases and sales. Inventories include goods held for sale in the normal course of business. They also include raw materials and supplies that will physically become a part of merchandise intended for sale. Inventories are explained in Publication 538.

Tip. Certain small business taxpayers can adopt or change to the cash method of accounting and can choose to not account for inventories. For more information, see Publication 538.

You must use the same accounting method to figure your taxable income and to keep your books. Also, you must use an accounting method that clearly shows your income. In general, any accounting method that consistently uses accounting principles suitable for your trade or business clearly shows income. An accounting method clearly shows income only if it treats all items of gross income and expenses the same from year to year.

More than one business. When you own more than one business, you can use a different accounting method for each business if the method you use for each clearly shows your income. You must keep a complete and separate set of books and records for each business.

Changing your method of accounting. Once you have set up your accounting method, you must get IRS approval before you can change to another method. A change in accounting method not only includes a change in your overall system of accounting, but also a change in the treatment of any material item. For examples of changes that require approval and information on how to get approval for the change, see Publication 538.

Business Taxes

The form of business you operate determines what taxes you must pay and how you pay them. The following are the four general kinds of business taxes.

- Income tax.
- Self-employment tax.
- Employment taxes.
- Excise taxes.

Tip. You may want to get Publication 509. It has tax calendars that tell you when to file returns and make tax payments.

Income Tax

All businesses except partnerships must file an annual income tax return. Partnerships file an information return. Which form you use depends on how your business is organized.

The federal income tax is a pay-as-you-go tax. **You must pay the tax as you earn or receive income during the year**. An employee usually has income tax withheld from his or her pay. If you do not pay your tax through withholding, or do not pay enough tax that way, you might have to pay estimated tax. If you are not required to make estimated tax payments, you may pay any tax due when you file your return.

Estimated tax. Generally, you must pay taxes on income, including self-employment tax (discussed next), by making regular payments of estimated tax during the year.

Estimated Taxes (Income and Self Employment)

Period Covered:			Due:
January 1	to	March 31	April 15
April 1	to	May 31	June 15
June 1	to	August 31	September 15
September 1	to	December 31	January 15 of following year

Sole proprietors, partners, and S corporation shareholders. You generally have to make estimated tax payments if you expect to owe tax of $1,000 or more when you file your return. Use Form 1040-ES, Estimated Tax for Individuals, to figure and pay your estimated tax. For more information, see Publication 505, Tax Withholding and Estimated Tax.

Corporations. You generally have to make estimated tax payments for your corporation if you expect it to owe tax of $500 or more when you file its return. Use Form 1120-W, Estimated Tax for Corporations, to figure the estimated tax. You must deposit the payments as explained on page 8 under Depositing Taxes. For more information, see Publication 542.

Self-Employment Tax

Self-employment tax is a social security and Medicare tax primarily for individuals who work for themselves. Your payments of self-employment 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 self-employment tax if either of the following applies.

1) Your net earnings from self-employment (excluding church employee income) were $400 or more.

2) You had church employee income of $108.28 or more.

Use Schedule SE (Form 1040) to figure your self-employment tax. For more information, see Publication 533, Self-Employment Tax.

Tip. You can deduct one-half of your self-employment tax as an adjustment to income on your Form 1040.

The Social Security Administration (SSA) time limit for posting self-employment income. Generally, the SSA will give you credit only for self-employment income reported on a tax return filed within 3 years, 3 months, and 15 days after the tax year you earned the income. If you file your tax return or report a change in your self-employment income after this time limit, the SSA may change its records, but only to remove or reduce the amount. The SSA will not change its records to increase your self-employment income.

Employment Taxes

This section briefly discusses the employment taxes you must pay, the forms you must file to report them, and other forms that must be filed when you have employees.

Employment taxes include the following.

- Federal income tax withholding.
- Social security and Medicare taxes.
- Federal unemployment (FUTA) tax.

If you have employees, you will need to get Publication 15, Circular E, and Employer's Tax Guide. If you have agricultural employees, get Publication 51, Circular A, and Agricultural Employer's Tax Guide. These publications explain your tax responsibilities as an employer.

If you are not sure whether the people working for you are your employees, see Publication 15-A, Employer's Supplemental Tax Guide. That publication has information to help you determine whether an individual is an employee or an independent contractor. If you classify an employee as an independent contractor, you can be held liable for employment taxes for that worker plus a penalty. An independent contractor is someone who is self-employed. You do not generally have to withhold or pay any taxes on payments to an independent contractor.

Federal Income, Social Security, and Medicare Taxes

You generally must withhold federal income tax from your employee's wages. To figure how much federal income tax to withhold from each wage payment, use the employee's Form W-4 (discussed later under Hiring Employees) and the methods described in Publication 15.

Social security and Medicare taxes pay for benefits that workers and their families receive under the Federal Insurance Contributions Act (FICA). Social security tax pays for benefits under the old age, survivors, and disability insurance part of FICA. Medicare tax pays for benefits under the hospital insurance part. You withhold part of these taxes from your employee's wages and you pay a matching amount yourself. To find out how much social security and Medicare tax to withhold and to pay, see Publication 15.

Which form do I file? Report these taxes on Form 941, Employer's Quarterly Federal Tax Return. (Farm employers use Form 943, Employer's Annual Tax Return for Agricultural Employees.)

Federal Unemployment (FUTA) Tax

The federal unemployment tax is part of the federal and state program under the Federal Unemployment Tax Act (FUTA) that pays unemployment compensation to workers who lose their jobs. You report and pay FUTA tax separately from social security and Medicare taxes and withheld income tax. You pay FUTA tax only from your own funds. Employees do not pay this tax or have it withheld from their pay.

Which form do I file? Report federal unemployment tax on Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return. Or, if you qualify, you can use the simpler Form 940-EZ instead. See Publication 15 to find out if you can use this form.

Hiring Employees

When hiring employees, have them fill out **Form I-9 and Form W-4**. If your employees qualify for advance payments of the earned income credit, they also must give you a Form W-5.

Form I-9. You must verify that each new employee is legally eligible to work in the United States. Both you and the employee must complete the Immigration and Naturalization Service (INS) Form I-9, Employment Eligibility Verification. You can get the form from INS offices or from the INS web site at www.ins.usdoj.gov. Call the INS at 1-800-375-5283 for more information about your responsibilities.

Form W-4. Each employee must fill out Form W-4, Employee's Withholding Allowance Certificate. You will use the filing status and withholding allowances shown on this form to figure the amount of income tax to withhold from your employee's wages.

Form W-5. An eligible employee who has a qualifying child is entitled to receive advance earned income credit (EIC) payments with his or her pay during the year. To get these payments, the employee must give you a properly completed Form W-5, Earned Income Credit Advance Payment Certificate. You are required to make advance EIC payments to employees who give you a completed and signed Form W-5. For more information, see Publication 15.

Wage Reporting--Form W-2

After the calendar year is over, you must furnish copies of Form W-2, Wage and Tax Statement, to each employee to whom you paid wages during the year. You must also send copies to the Social Security Administration. See Information Returns, later, for more information on Form W-2.

Depositing Taxes

You generally have to deposit employment taxes, certain excise taxes, corporate income tax, and S corporation taxes before you file your return.

Mail or deliver deposits with completed deposit coupons to an authorized financial institution unless you make the deposits electronically, as discussed later.

To be on time, mailed deposits must arrive at the depositary by the due date. You may be charged a penalty for not making deposits when due, unless you have reasonable cause. See Penalties, later.

Tip. To help ensure proper crediting of your account, include the following on your check or money order.

- Your EIN.
- Type of tax.
- Tax period for the payment.

Deposit coupons. Use Form 8109, Federal Tax Deposit Coupon, to deposit taxes. On each coupon, you must show the deposit amount, the type of tax, the period for which you are making a deposit, and your telephone number. Use a separate coupon for each tax and period. You must include a coupon with each deposit you make.

Five to six weeks after you receive your employer identification number (EIN), as discussed earlier, the IRS will send you a coupon book. If you have a deposit due and there is not enough time to obtain a coupon book, you can get a blank coupon (Form 8109-B) by calling 1-800-829-1040.

If you have not received your EIN and must make a deposit, mail your payment with an explanation to the Internal Revenue Service Center where you file your return. Make your check or money order payable to the United States Treasury. On the payment, write your name (exactly as shown on Form SS-4), your address, and the kind of tax, the period covered, and the date you applied for an EIN. Do not use Form 8109-B in this situation.

Electronic deposit of taxes. Generally, taxpayers whose total deposits of social security and Medicare taxes and withheld income tax during previous years exceeded certain amounts are required to deposit taxes through the Electronic Federal Tax Payment System (EFTPS).

Taxpayers not required to make deposits by EFTPS may enroll in the system, which will allow tax deposits without coupons, paper checks, or visits to an authorized depositary. For more information, see Publication 15.

Information Returns

If you make or receive payments in your business, you may have to report them to the IRS on information returns. The IRS compares the payments shown on the information returns with each person's income tax return to see if the payments were included in income. You must give a copy of each information return you are required to file to the recipient or payer. In addition to the forms described below, you may have to use other returns to report certain kinds of payments or transactions. For more details on information returns and when you have to file them, see the Instructions for Forms 1099, 1098, 5498, and W-2G.

Form 1099-MISC. Use Form 1099-MISC, Miscellaneous Income, to report certain payments you make in your trade or business. These payments include the following.

- **Payments of $600 or more** for services performed for your business by people not treated as your employees, such as subcontractors, attorneys, accountants, or directors.
- Rent payments of $600 or more, other than rents paid to real estate agents.
- Prizes and awards of $600 or more that are not for services, such as winnings on TV or radio shows.
- Royalty payments of $10 or more.
- Payments to certain crewmembers by operators of fishing boats.

You also use Form 1099-MISC to report your sales of $5,000 or more of consumer goods to a person for resale anywhere other than in a permanent retail establishment.

Form W-2. You must file Form W-2 to report payments to your employees, such as wages, tips, and other compensation, withheld income, social security, and Medicare taxes, and advance earned income credit payments. For more information on what to report on Form W-2, see the Instructions for Forms W-2 and W-3.

Form 8300. You must file Form 8300, Report of Cash Payments Over $10,000 Received in a Trade or Business, if you receive more than $10,000 in cash in one transaction or two or more related business transactions. Cash includes U.S. and foreign coin and currency. It also includes certain monetary instruments such as certain cashier's and traveler's checks and money orders. For more information, see Publication 1544, Reporting Cash Payments of Over $10,000 (Received in a Trade or Business).

Penalties

To be sure that all taxpayers pay their fair share of taxes, the law provides penalties for not filing returns or paying taxes as required. Criminal penalties may be imposed for willful failure to file, tax evasion, or making a false statement.

Failure to file tax returns. If you do not file your tax return by the due date, you may have to pay a penalty. The penalty is based on the tax not paid by the due date. See your tax return instructions for more information about this penalty.

Failure to pay tax. If you do not pay your taxes **by the due date**, you will have to pay a penalty for each month, or part of a month, that your taxes are not paid. For more information, see your tax return instructions.

Failure to withhold, deposit, or pay taxes. If you do not withhold income, social security, or Medicare taxes from employees, or if you withhold taxes but do not deposit them or pay them to the IRS, you may be subject to a penalty of the unpaid tax, plus interest. You may also be subject to penalties if you deposit the taxes late. For more information, see Publication 15.

Failure to follow information reporting requirements. The following penalties apply if you are required to file information returns. For more information, see the General Instructions for Forms 1099, 1098, 5498, and W-2G.

- Failure to file information returns. A penalty applies if you do not file information returns by the due date, if you do not include all required information, or if you report incorrect information.

- Failure to furnish correct payee statements. A penalty applies if you do not furnish a required statement to a payee by the required date, if you do not include all required information, or if you report incorrect information.

Waiver of penalty. These penalties will not apply if you can show that the failures were due to reasonable cause and not willful neglect. In addition, there is no penalty for failure to include all the required information, or for including incorrect information, on a de minimis number of information returns if you correct the errors by August 1 of the year the returns are due. (To be considered de minimis, the number of returns cannot exceed the greater of 10 or 1/2 of 1% of the total number of returns you are required to file for the year.)

Failure to supply taxpayer identification number. If you do not include your taxpayer identification number (SSN or EIN) or the taxpayer identification number of another person where required on a return, statement, or other document, you may be subject to a penalty of $50 for each failure. You may also be subject to the $50 penalty if you do not give your taxpayer identification number to another person when it is required on a return, statement, or other document.

Business Expenses

You can deduct business expenses on your income tax return. These are the current operating costs of running your business. To be deductible, a business expense **must be both ordinary and necessary**. An ordinary expense is one that is common and accepted in your field of business, trade, or profession. A necessary expense is one that is helpful and appropriate for your business, trade, or profession. An expense does not have to be indispensable to be considered necessary.

The following are brief explanations of some expenses that are of interest to people starting a business. There are many other expenses that you may be able to deduct. See your form instructions and Publication 535, Business Expenses.

Business Start-Up Costs

Business start-up costs are the **expenses you incur before you actually begin business operations**. Your business start-up costs will depend on the type of business you are starting. They may include costs for advertising, travel, surveys, and training. These costs are capital expenses.

You usually recover costs for a particular asset (such as machinery or office equipment) through depreciation (discussed next). Other qualifying start-up costs can be recovered through amortization. This means you deduct them in equal amounts over a period of 60 months or more. If you do not choose to amortize these start-up costs, you generally cannot recover them until you sell or otherwise go out of business.

For more information on business start-up costs, see chapter 9 in Publication 535.

Depreciation

If **property you acquire to use in your business** has a useful life that extends substantially beyond the year it is placed in service, you generally cannot deduct the entire cost as a business expense in the year you acquire it. You must spread the cost over more than one tax year and deduct part of it each year. This method of deducting the cost of business property is called depreciation.

Business property you must depreciate includes the following items.

- Office furniture.
- Buildings.
- Machinery and equipment.

You can choose to deduct a limited amount of the cost of certain depreciable property in the year you place it in service for use in your business. This deduction is known as the "section 179 deduction." You can also take a special depreciation allowance of 30% or 50% of the cost of qualified property for the year the property is placed in service.

For more information about depreciation, the section 179 deduction, and a definition of qualified property, see Publication 946, How To Depreciate Property.

Business Use of Your Home

You may be able to deduct the expenses for the part of your home you use for business. The business use of your home must meet specific requirements before you can deduct any of these expenses. Even then, your deduction may be limited.

To qualify to claim expenses for the business use of your home, you **must meet the following tests**.

1) Your use of the **business part of your home must be**:
   - a) Exclusive (however, see Exceptions to exclusive use, later),
   - b) Regular, and
   - c) For **your trade or business**, and

2) The business part of your home must be **one of the following**:
   - a) Your **principal place of business**,
   - b) A place where you **meet or deal with clients or customers** in the normal course of your trade or business, or
   - c) A **separate structure** (not attached to your home) you use in connection with your trade or business.

Exceptions to exclusive use. You do not have to meet the exclusive use test if you use part of your home:

1) For the storage of inventory or product samples, or
2) As a day-care facility.

Principal place of business. Your home office will qualify as your principal place of business for deducting expenses for its use **if you meet both of the following requirements**.

• You use it **exclusively and regularly** for the administrative or management activities of your trade or business.
• You have **no other fixed location** where you conduct substantial administrative or management activities of your trade or business.

Which form do I file? If you file Schedule C (Form 1040), use Form 8829, Expenses for Business Use of Your Home, to figure your deduction. If you file Schedule F (Form 1040) or you are a partner, you can use the worksheet in Publication 587, Business Use of Your Home (Including Use by Day-Care Providers).

More information. For more information about business use of your home, see Publication 587.

Car and Truck Expenses

If you use your car or truck in your business, you can deduct the costs of operating and maintaining it. You generally can deduct either your **actual expenses** or the **standard mileage rate**.

Actual expenses. If you deduct actual expenses, you can deduct the cost of the following items:

Depreciation	Lease payments	Registration
Garage rent	Licenses	Repairs
Gas	Oil	Tires
Insurance	Parking fees	Tolls

If you use your vehicle for both business and personal purposes, you must divide your expenses between business and personal use. You can divide your expenses based on the miles driven for each purpose.

Example. You are the sole proprietor of a flower shop. You drove your van 20,000 miles during the year. 16,000 miles were for delivering flowers to customers and 4,000 miles were for personal use. You can claim only 80% (16,000 / 20,000) of the cost of operating your van as a business expense.

Standard mileage rate. Instead of figuring actual expenses, you may be able to use the standard mileage rate to figure the deductible costs of operating your car, van, pickup, or panel truck for business purposes. You can use the standard mileage rate for a vehicle you own or lease. The standard mileage rate is a specified amount of money you can deduct for each business mile you drive. It is announced annually by the IRS. To figure your deduction, multiply your business miles by the standard mileage rate for the year.

Business Standard Mileage Rates:
2003 = $ .36 per mile
2004 = $ .375 per mile

You will need to keep a MILEAGE LOG to support your deduction for mileage.

Caution. Generally, if you use the standard mileage rate, you cannot deduct your actual expenses. However, you may be able to deduct business-related parking fees, tolls, interest on your car loan, and certain state and local taxes.

Choosing the standard mileage rate. **If you want to use the standard mileage rate for a car you own, you must choose to use it in the first year the car is available for use in your business**. In later years, you can choose to use the standard mileage rate or actual expenses.
If you want to use the standard mileage rate for a car you lease, you must choose to use it for the entire lease period. For leases that began on or before December 31, 1997, the standard mileage rate must be used for the entire part of the lease period (including renewals) after that date.

Additional information. For more information about the rules for claiming car and truck expenses, see Publication 463, Travel, Entertainment, Gift, and Car Expenses.

Record keeping

This part explains **why you must keep records, what kinds of records you must keep, and how to keep them**. It also explains how long you must keep your records for federal tax purposes. A sample record keeping system is illustrated at the end of this part.

Why Keep Records?

Everyone in business must keep records. Good records will help you do the following.

Monitor the progress of your business. You need good records to monitor the progress of your business. Records can show whether your business is improving, which items are selling, or what changes you need to make. Good records can increase the likelihood of business success.
Prepare your financial statements. You need good records to prepare accurate financial statements. These include income (profit and loss) statements and balance sheets. These statements can help you in dealing with your bank or creditors.

- An income statement shows the income and expenses of the business for a given period of time.
- A balance sheet shows the assets, liabilities, and your equity in the business on a given date.

Identify source of receipts. You will receive money or property from many sources. Your records can identify the source of your receipts. You need this information to **separate business from non-business** receipts and **taxable from nontaxable** income.

Keep track of deductible expenses. You may forget expenses when you prepare your tax return unless you record them when they occur.

Prepare your tax returns. **You need good records to prepare your tax return**. These records must support the income, expenses, and credits you report. Generally, these are the same records you use to monitor your business and prepare your financial statements.

Support items reported on tax returns. You must keep your business records available at all times for inspection by the IRS. If the IRS examines any of your tax returns, you may be asked to explain the items reported. A complete set of records will speed up the examination.

Kinds of Records To Keep

Except in a few cases, the law does not require any special kind of records. You can choose any record keeping system suited to your business that clearly shows your income.

The business you are in affects the type of records you need to keep for federal tax purposes. You should set up your record keeping system using an accounting method that clearly shows your income for your tax year. See Accounting Method, earlier. **If you are in more than one business, you should keep a complete and separate set of records for each business**.

Your record keeping system should include a **summary of your business transactions**. This summary is ordinarily made in your books (for example, accounting journals and ledgers). Your books must show your gross income, as well as your deductions and credits. For most small businesses, the business checkbook (discussed later) is the main source for entries in the business books. In addition, you must keep supporting documents, explained next.

Supporting Documents

Purchases, sales, payroll, and other transactions you have in your business will generate supporting documents. Supporting documents include sales slips, paid bills, invoices, receipts, deposit slips, and canceled checks. These documents contain the information you need to record in your books.

It is important to keep these documents because they support the entries in your books and on your tax return. Keep them in an orderly fashion and in a safe place. For instance, organize them by year and type of income or expense.

Gross receipts. Gross receipts are the income you receive from your business. You should keep supporting documents that show the amounts and sources of your gross receipts. Documents that show gross receipts include the following.

- Cash register tapes.
- Bank deposit slips.
- Receipt books.
- Invoices.
- Credit card charge slips.
- Forms 1099-MISC.

Purchases. Purchases are the items you buy and resell to customers. If you are a manufacturer or producer, this includes the cost of all raw materials or parts purchased for manufacture into finished products. Your supporting documents should show the amount paid and that the amount was for purchases. Documents for purchases include the following.

- Canceled checks.
- Cash register tape receipts.
- Credit card sales slips.
- Invoices.

These records will help you determine the value of your inventory at the end of the year. See Publication 538 for information on methods for valuing inventory.

Expenses. Expenses are the costs you incur (other than purchases) to carry on your business. Your supporting documents should show the amount paid and that the amount was for a business expense. Documents for expenses include the following.

- Canceled checks.
- Cash register tapes.
- Account statements.
- Credit card sales slips.
- Invoices.
- Petty cash slips for small cash payments.

Tip. A petty cash fund allows you to make small payments without having to write checks for small amounts. Each time you make a payment from this fund, you should make out a petty cash slip and attach it to your receipt as proof of payment.

Travel, transportation, entertainment, and gift expenses. **Special record keeping rules apply to these expenses**. For more information, see Publication 463.

Employment taxes. There are specific employment tax records you must keep. See Publication 15.

Assets. Assets are the property, such as machinery and furniture that you own and use in your business. You must keep records to verify certain information about your business assets. You need records to figure the annual depreciation and the gain or loss when you sell the assets. Your records should show the following information.

- When and how you acquired the asset.
- Purchase price.
- Cost of any improvements.
- Section 179 deduction taken.
- Deductions taken for depreciation.
- Deductions taken for casualty losses, such as losses resulting from fires or storms.
- How you used the asset.
- When and how you disposed of the asset.
- Selling price.
- Expenses of sale.

Documents that may show this information include the following.

- Purchase and sales invoices.
- Real estate closing statements.
- Canceled checks.

What if I don't have a canceled check? If you do not have a canceled check, you may be able to prove payment with certain financial account statements prepared by financial institutions. These include account statements prepared for the financial institution by a third party. These account statements must be highly legible. The following is a list of acceptable account statements.

IF payment is by...	THEN the statement must show the...
Check	• check number. • amount. • payee's name. • date the check amount was posted to the account by the financial institution.
electronic funds Transfer	• amount transferred. • payee's name. • date the transfer was posted to the account by the financial institution.
credit card	• amount charged. • payee's name. • transaction date.

Caution. Proof of payment of an amount, by itself, does not establish that you are entitled to a tax deduction. You should also keep other documents, such as credit card sales slips and invoices, discussed previously.

Recording Business Transactions

A good record keeping system includes a summary of your business transactions. (Your business transactions are shown on the supporting documents just discussed.) Business transactions are ordinarily summarized in books called **journals and ledgers**. You can buy them at your local stationery or office supply store.

A **journal** is a book where you record each business transaction shown on your supporting documents. You may have to keep separate journals for transactions that occur frequently.

A **ledger** is a book that contains the totals from all of your journals. It is organized into different accounts.

Whether you keep journals and ledgers and how you keep them depends on the type of business you are in. For example, a record keeping system for a small business might include the following items.

- Business checkbook.
- Daily summary of cash receipts.
- Monthly summary of cash receipts.
- Check disbursements journal.
- Depreciation worksheet.
- Employee compensation record.

The business checkbook is explained next

Tip. The system you use to record business transactions will be more effective if you follow good record keeping practices. For example, record expenses when they occur, and identify the source of recorded receipts. Generally, it is best to record transactions on a daily basis.

Business checkbook. **One of the first things you should do when you start a business is open a business checking account. You should keep your business account separate from your personal checking account.**

The business checkbook is your basic source of information for recording your business expenses. You should deposit all daily receipts in your business checking account. You should check your account for errors by reconciling it. See Reconciling the checking account, later.

Consider using a checkbook that allows enough space to identify the source of deposits as business income, personal funds, or loans. You should also note on the deposit slip the source of the deposit and keep copies of all slips.
You should make all payments by check to document business expenses. Write checks payable to yourself only when making withdrawals from your business for personal use. Avoid writing checks payable to cash. If you must write a check for cash to pay a business expense, include the receipt for the cash payment in your records. If you cannot get a receipt for a cash payment you should make an adequate explanation in your records at the time of payment.

Tip. Use the business account for business purposes only. Indicate the source of deposits and the type of expense in the checkbook.

Reconciling the checking account. When you receive your bank statement, make sure the statement, your checkbook, and your books agree. The statement balance may not agree with the balance in your checkbook and books if the statement:

- Includes bank charges you did not enter in your books and subtract from your checkbook balance, or

• Does not include deposits made after the statement date or checks that did not clear your account before the statement date.

By reconciling your checking account, you will:

• Verify how much money you have in the account,
• Make sure that your checkbook and books reflect all bank charges and the correct balance in the checking account, and
• Correct any errors in your bank statement, checkbook, and books.

Tip. You should reconcile your checking account each month.

Before you start to reconcile your monthly bank statement, check your own figures. Begin with the balance shown in your checkbook at the end of the previous month. To this balance, add the total cash deposited during the month and subtract the total cash disbursements.

After checking your figures, the result should agree with your checkbook balance at the end of the month. If the result does not agree, you may have made an error in recording a check or deposit. You can find the error by doing the following.

1) Adding the amounts on your check stubs and comparing that total with the total in the "amount of check" column in your check disbursements journal. If the totals do not agree, check the individual amounts to see if an error was made in your check stub record or in the related entry in your check disbursements journal.

2) Adding the deposit amounts in your checkbook. Compare that total with the monthly total in your cash receipt book, if you have one. If the totals do not agree, check the individual amounts to find any errors.

If your checkbook and journal entries still disagree, then refigure the running balance in your checkbook to make sure additions and subtractions are correct.
When your checkbook balance agrees with the balance figured from the journal entries, you may begin reconciling your checkbook with the bank statement. Many banks print a reconciliation worksheet on the back of the statement.

To reconcile your account, follow these steps.

1) Compare the deposits listed on the bank statement with the deposits shown in your checkbook. Note all differences in the dollar amounts.
2) Compare each canceled check, including both check number and dollar amount, with the entry in your checkbook. Note all differences in the dollar amounts. Mark the check number in the checkbook as having cleared the bank. After accounting for all checks returned by the bank, those not marked in your checkbook are your outstanding checks.
3) Prepare a bank reconciliation. One is illustrated later under Sample Record System.
4) Update your checkbook and journals for items shown on the reconciliation as not recorded (such as service charges) or recorded incorrectly.

At this point, the adjusted bank statement balance should equal your adjusted checkbook balance. If you still have differences, check the previous steps to find the errors.

Bookkeeping System

You must decide whether to use a single- or a double-entry bookkeeping system. The single-entry system of bookkeeping is the simplest to maintain, but it may not be suitable for everyone. You may find the double-entry system better because it has built-in checks and balances to assure accuracy and control.

Single-entry. A single-entry system is based on the income statement (profit or loss statement). It can be a simple and practical system if you are starting a small business. The system records the flow of income and expenses through the use of:

1) A daily summary of cash receipts, and
2) Monthly summaries of cash receipts and disbursements.

Double-entry. A double-entry bookkeeping system uses journals and ledgers. Transactions are first entered in a journal and then posted to ledger accounts. These accounts show income, expenses, assets (property a business owns), liabilities (debts of a business), and net worth (excess of assets over liabilities). You close income and expense accounts at the end of each tax year. You keep asset, liability, and net worth accounts open on a permanent basis.

In the double-entry system, each account has a left side for debits and a right side for credits. It is self-balancing because you record every transaction as a debit entry in one account and as a credit entry in another.

Under this system, the total debits must equal the total credits after you post the journal entries to the ledger accounts. If the amounts do not balance, you have made an error and you must find and correct it.

An example of a journal entry showing a payment of rent in October is shown next.

General Journal

Date	Description of Entry	Debit	Credit
Oct. 5	Rent expense	780.00	
	Cash		780.00

Computerized System

There are computer software packages you can use for record keeping. They can be purchased in many retail stores. These packages are very useful and relatively easy to use; they require very little knowledge of bookkeeping and accounting.

If you use a computerized system, you must be able to produce sufficient legible records to support and verify entries made on your return and determine your correct tax liability. To meet this qualification, the machine-sensible records must reconcile with your books and return. These records must provide enough detail to identify the underlying source documents.

You must also keep all machine-sensible records and a complete description of the computerized portion of your record keeping system. This documentation must be sufficiently detailed to show all of the following items.

- Functions being performed as the data flows through the system.
- Controls used to ensure accurate and reliable processing.
- Controls used to prevent the unauthorized addition, alteration, or deletion of retained records.
- Charts of accounts and detailed account descriptions.

See Revenue Procedure 98-25 in Cumulative Bulletin 1998-1 for more information.

Microfilm

Microfilm and microfiche reproductions of general books of accounts, such as cash books, journals, voucher registers, and ledgers, are accepted for record keeping purposes if they comply with Revenue Procedure 81-46 in Cumulative Bulletin 1981-2.
Electronic Storage System

Records maintained in an electronic storage system are accepted for record keeping purposes if the system complies with Revenue Procedure 97-22 in Cumulative Bulletin 1997-1.

An electronic storage system is one that either images hardcopy (paper) books and records or transfers computerized books and records to an electronic storage media, such as an optical disk.

How Long To Keep Records

You must keep your records as long as they may be needed for the administration of any provision of the Internal Revenue Code. Generally, this means you must keep records that support an item of income or deduction on a return until the period of limitations for that return runs out.

The period of limitations is the period of time in which you can amend your return to claim a credit or refund, or the IRS can assess additional tax. Table 3 on page 15 contains the periods of limitations that apply to income tax returns. Unless otherwise stated, the years refer to the period after the return was filed. Returns filed before the due date are treated as filed on the due date.

Tip. Keep copies of your filed tax returns. They help in preparing future tax returns and making computations if you later file an amended return.

Employment taxes. If you have employees, you must keep all employment tax records for at least 4 years after the date the tax becomes due or is paid, whichever is later.

Assets. Keep records relating to property until the period of limitations expires for the year in which you dispose of the property in a taxable disposition. You must keep these records to figure any depreciation, amortization, or depletion deduction, and to figure your basis for computing gain or loss when you sell or otherwise dispose of the property.

Generally, if you received property in a nontaxable exchange, your basis in that property is the same as the basis of the property you gave up, increased by money you paid. You must keep the records on the old property, as well as on the new property, until the period of limitations expires for the year in which you dispose of the new property in a taxable disposition.

Records for non-tax purposes. When your records are no longer needed for tax purposes, do not discard them until you check to see if you have to keep them longer for other purposes. For example, your insurance company or creditors may require you to keep them longer than the IRS does.

Table 3. Period of Limitations

If...	Then the period of limitations is:
1. You owe additional tax and situations (2), (3), and (4), below, do not apply to you.	3 years
2. You do not report income that you should report, and it is more than 25% of the gross income shown on your return.	6 years
3. You file a fraudulent income tax return.	No limit
4. You do not file a return.	No limit
5. You file a claim for credit or refund after you file your return.	Later of: 3 years, or 2 years after tax was paid
6. Your claim is due to a bad debt deduction.	7 years
7. Your claim is due to a loss from worthless securities.	7 years

Generally, at this point I suggest if your records are not too voluminous you keep them forever.

Sample Record System

This example illustrates a single-entry system used by Henry M. Brown, who is the sole proprietor of a small automobile body shop. Henry uses part-time help, has no inventory of items held for sale, and uses the cash method of accounting.

These sample records should not be viewed as a recommendation of how to keep your records. They are intended only to show how one business keeps its records.

1. Daily Summary of Cash Receipts

Date January 3, 20 —

Cash sales		263.60
Sales tax		4.20
TOTAL RECEIPTS		267.80
Cash on hand		
Cash in register (including unspent petty cash)		
Coins	23.75	
Bills	143.00	
Checks	134.05	
TOTAL CASH IN REGISTER		300.80
Add: Petty cash slips		17.00
TOTAL CASH		317.80
Less: Change and petty cash		
Petty cash slips	17.00	
Coins and bills (unspent petty cash)	33.00	
TOTAL CHANGE AND PETTY CASH FUND		50.00
TOTAL CASH RECEIPTS		267.80

This summary is a record of cash sales for the day. It accounts for cash at the end of the day over the amount in the Change and Petty Cash Fund at the beginning of the day.

Henry takes the cash sales entry from his cash register tape. If he had no cash register, he would simply total his cash sale slips and any other cash received that day.

He carries the total receipts shown in this summary for January 3 ($267.80), including cash sales ($263.60) and sales tax ($4.20), to the Monthly Summary of Cash Receipts.

Petty cash fund. Henry uses a petty cash fund to make small payments without having to write checks for small amounts. Each time he makes a payment from this fund, he makes out a petty cash slip and attaches it to his receipt as proof of payment. He sets up a fixed amount ($50) in his petty cash fund. The total of the unspent petty cash and the amounts on the petty cash slips should equal the fixed amount of the fund. When the totals on the petty cash slips approach the fixed amount, he brings the cash in the fund back to the fixed amount by writing a check to "Petty Cash" for the total of the outstanding slips. (See the Check Disbursements Journal entry for check number 92.) This restores the fund to its fixed amount of $50. He then summarizes the slips and enters them in the proper columns in the monthly check disbursements journal.

2. Monthly Summary of Cash Receipts

Year 20— Month January

Day	Net Sales	Sales Tax	Daily Receipts	Deposit
3	263.60	4.20	267.80	
4	212.00	3.39	215.39	
5	194.40	3.10	197.50	680.69
6	222.40	3.54	225.94	
7	231.15	3.68	234.83	
8	137.50	2.13	139.63	600.40
10	187.90	2.99	190.89	
11	207.56	3.31	210.87	401.76
12	128.95	2.05	131.00	
13	231.40	3.77	235.17	
14	201.28	3.21	204.49	
15	88.01	1.40	89.41	660.07
17	210.95	3.36	214.31	
18	221.80	3.53	225.33	439.64
19	225.15	3.59	228.74	
20	221.93	3.52	225.45	
21	133.53	2.13	135.66	589.85
22	130.84	2.08	132.92	
24	216.37	3.45	219.82	352.74
25	220.05	3.50	223.55	
26	197.80	3.15	200.95	
27	272.49	4.34	276.83	701.33
28	150.64	2.40	153.04	
29	224.05	3.56	227.61	
31	133.30	2.13	135.43	516.08
TOTALS	4,865.05	77.51	4,942.56	4,942.56

This shows the income activity for the month. Henry carries the total monthly net sales shown in this summary for January ($4,865.05) to his Annual Summary.

To figure total monthly net sales, Henry reduces the total monthly receipts by the sales tax imposed on his customers and turned over to the state. He cannot take a deduction for sales tax turned over to the state because he only collected the tax. He does not include the tax in his income.

3. Check Disbursements Journal

Year 20— **Month** January

Day	Paid To	Check #	Amount of Check	Materials	Gross Payroll	Federal Withheld Income Tax	FICA Social Security Reserve	FICA Medicare Reserve
3	Dale Advertising	74	85.00					
4	City Treasurer	75	35.00					
4	Auto Parts, Inc.	76	203.00	203.00				
4	John E. Marks	77	214.11		260.00	(20.00)	(16.12)	(3.77)
6	Henry Brown	78	250.00					
6	Mike's Deli	79	36.00					
6	Joe's Service Station	80	74.50	29.50				
6	ABC Auto Paint	81	137.50	137.50				
7	Henry Brown	82	225.00					
14	Telephone Co.	83	27.00					
15	National Bank (Tax Deposit)	84	119.56			40.00	32.24	7.54
18	National Bank	85	90.09					
18	Auto Parts, Inc.	86	472.00	472 .00				
18	Henry Brown	87	275.00					
18	John E. Marks	88	214.11		260.00	(20.00)	(16.12)	(3.77)
21	Electric Co.	89	175.30					
21	M.B. Ignition	90	66.70	66.70				
21	Baker's Fender Co.	91	9.80	9.80				
21	Petty Cash	92	17.00	15.00				
21	Henry Brown	93	225.00					
25	Baker's Fender Co.	94	150.00	150.00				
25	Enterprise Properties	95	300.00					
25	State Treasurer	96	12.00					
25	State Treasurer	97	65.00					
			3,478.67	1,083.50	520.00	-0-	-0-	-0-
	Bank service charge		10.00					
TOTALS			3,488.67	1,083.50	520.00	-0-	-0-	-0-

3. Check Disbursements Journal (Continued)

State Withheld Income Tax	Employer's FICA Tax	Electric	Interest	Rent	Telephone	Truck/ Auto	Drawing	General Accounts	
								Advertising	85.00
								License	35.00
(6.00)									
							250.00		
								Holiday Party	36.00
						45.00			
							225.00		
					27.00				
	39.78								
			18.09					Loan	72.00
							275.00		
(6.00)									
		175.30							
								Postage	2.00
							225.00		
				300.00					
12.00									
								Sales Tax	65.00
-0-	39.78	175.30	18.09	300.00	27.00	45.00	975.00		295.00
									10.00
-0-	39.78	175.30	18.09	300.00	27.00	45.00	975.00		305.00

Henry enters checks drawn on the business checking account in the Check Disbursements Journal each day. All checks are pre-numbered and each check number is listed and accounted for in the column provided in the journal.

Frequent expenses have their own headings across the sheet. He enters in a separate column expenses that require comparatively numerous or large payments each month, such as materials, gross payroll, and rent. Under the General Accounts column, he enters small expenses that normally have only one or two monthly payments, such as licenses and postage.
Henry does not pay personal or non-business expenses by checks drawn on the business account. If he did, he would record them in the journal, even though he could not deduct them as business expenses.

Henry carries the January total of expenses for materials ($1,083.50) to the Annual Summary. Similarly, he enters monthly total of expenses for telephone, truck, auto, etc., in the appropriate columns of this summary.

4. Employee Compensation Record

Name: John E. Marks
Address: 1 Elm St., Anytown, NJ 07101
Phone: 555-6075

☐ Full Time
☒ Part Time

Soc. Sec. No.: 567-00-8901
Date of Birth: 12-21-65
No. of Exemptions: 1 / single

		Hours Worked				Earnings			Deductions				
Pay Period Ending	Date Paid	S M T W T F S	S M T W T F S	Total Regular Hours	Overtime	Regular Rate	Overtime Rate	Total	Social Security	Medicare	Federal Income Tax	State Income Tax	Net Pay
1 - 1	1 - 4	5 555	5 546	40		$6.50	.	$260.00	$16.12	$3.77	$20.00	$6.00	$214.11
1 - 15	1 - 18	444442	43443	40		$6.50	.	$260.00	$16.12	$3.77	$20.00	$6.00	$214.11
				80		.	.	$520.00	$32.24	$7.54	$40.00	$12.00	$428.22
						.	.	.	.	.	.	.	.
QUARTERLY TOTALS						.	.	$1,262.40	$78.23	$18.31	$100.00	$30.00	$1,035.86

This record shows the following information.

- The number of hours Henry's employee worked in a pay period.
- The employee's total pay for the period.
- The deductions Henry withheld in figuring the employee's net pay.
- The monthly gross payroll.

Henry carries the January gross payroll ($520) to the Annual Summary.

5. Annual Summary

Month	Cash Receipts	Materials/ Supplies	Gross Payroll	FICA Taxes	Bank Charges	Electric	Interest	Insurance	Rent	Telephones	Truck/ Auto	Advertising	Office Expenses	Taxes/ Licenses	Misc.
January	$4,865.05	$1,063.50	$520.00	$39.78	$10.00	$175.30	$18.09	.	$300.00	$27.00	$45.00	$85.00	$36.00	$100.00	$2.00
February	3,478.32	674.93	235.40	17.68	7.50	153.10	18.09	210.00	300.00	21.50	28.50	.	.	.	.
March	3,942.00	724.90	507.00	38.08	11.25	145.81	18.09	.	300.00	32.10	51.30	.	.	.	.
December	3,656.52	609.23	520.00	39.78	10.00	169.00	18.09	.	300.00	23.13	37.62	.	4.00	.	71.91
TOTALS	$47,440.95	$10,001.00	$5,454.00	$408.09	$92.30	$1,642.37	$217.08	$420.00	$3,600.00	$324.09	$571.46	$85.00	$40.00	$218.00	$544.00

This annual summary of monthly cash receipts and expense totals provides the final amounts to enter on Henry's tax return. He figures the cash receipts total from the total of monthly cash receipts shown in the Monthly Summary of Cash Receipts. He figures the expense totals from the totals of monthly expense items shown in the Check Disbursements Journal. As in the journal, he keeps each major expense in a separate column.

Henry carries the cash receipts total shown in the annual summary ($47,440.95) to **Part I of Schedule C** (not illustrated). He carries the total for materials ($10,001.00) to **Part II of Schedule C**.

Caution. A business that keeps materials and supplies on hand generally must complete the inventory lines in **Part III of Schedule C**. However, there are no inventories of materials and supplies in this example. Henry buys parts and supplies on a per-job basis; he does not keep them on hand.

Henry enters annual totals for interest, rent, taxes, and wages on the appropriate lines in Part II of Schedule C. The total for taxes and licenses includes the employer's share of social security and Medicare taxes, and the business license fee. He enters the total of other annual business expenses on the "Other expenses" line of Schedule C.

6. Depreciation Worksheet

Description of Property	Date Placed in Service	Cost or Other Basis	Business/ Investment Use %	Section 179 Deduction and Special Allowance	Depreciation Prior Years	Basis for Depreciation	Method/ Convention	Recovery Period	Rate or Table %	Depreciation Deduction
Used Equipment— Transmission Jack	1 - 3	3,000	100%	—	—	3,000	200 DB/HY	7	14.29%	$429
Used Pickup Truck	1 - 3	8,000	100%	—	—	8,000	200 DB/HY	5	20%	1,600
Used Heavy Duty Tow Truck	1 - 3	30,000	100%	—	—	30,000	200 DB/HY	5	20%	6,000
Used Equipment— Engine Hoist	1 - 3	4,000	100%	—	—	4,000	200 DB/HY	7	14.29%	572
										$8,601

This worksheet shows the information used in figuring the depreciation allowed on assets used in Henry's business. Henry figures the depreciation using the modified accelerated cost recovery system (MACRS). He also chooses to deduct $24,000 of the cost of the tow truck purchased and placed in service in his trade or business during the year. This is the "section 179 deduction." He also chooses to deduct the special depreciation allowance for the properties that qualify. The allowance is an additional 30% or 50% of the property's cost or other basis (after subtracting the section 179 deduction). Depreciation, the section 179 deduction, and the special depreciation allowance are discussed in Publication 946. Henry uses the information in the worksheet to complete Form 4562, Depreciation and Amortization (not illustrated).

Tip. Henry must take depreciation in the year it is allowable. He cannot deduct in the current year the allowable depreciation he did not take in a prior year. If he does not deduct the correct depreciation, he may be able to make a correction by filing Form 1040X, Amended U.S. Individual Income Tax Return, or by changing his accounting method. For more information on how to correct an incorrect depreciation deduction, see chapter 1 in Publication 946.

7. Bank Reconciliation as of

Date: January 31, 20 —

Closing balance shown on bank statement		1,458.12
Add deposits not credited:		
1/28	701.33	
1/31	516.08	
TOTAL DEPOSITS NOT CREDITED		1,217.41
Subtotal		2,675.53
Subtract outstanding checks:		
No. 90	66.70	
91	9.80	
94	150.00	
95	300.00	
TOTAL OUTSTANDING CHECKS		526.50
Adjusted balance per bank statement		2,149.03

Balance shown in checkbook	2,153.03
Add: Deposit of $600.40 for 1/8 entered as $594.40 (difference)	6.00
	2,159.03
Subtract: Bank service charge	10.00
Adjusted checkbook balance	2,149.03

Henry reconciles his checkbook with his bank statement and prepares a bank reconciliation for January as follows.

1) Henry begins by entering his bank statement balance.

2) Henry compares the deposits listed on the bank statement with deposits shown in his checkbook. Two deposits shown in his checkbook-- $701.33 and $516.08--were not on his bank statement. He enters these two amounts on the bank reconciliation. He adds them to the bank statement balance of $1,458.12 to arrive at a subtotal of $2,675.53.

3) After comparing each canceled check with his checkbook, Henry found four outstanding checks totaling $526.50. He subtracts this amount from the subtotal in (2). The result of $2,149.03 is the adjusted bank statement balance.

4) Henry enters his checkbook balance on the bank reconciliation.

5) Henry discovered that he mistakenly entered a deposit of $600.40 in his checkbook as $594.40. He adds the difference ($6.00) to the checkbook balance of $2,153.03. There was a $10.00 bank service charge on his bank statement that he subtracts from the checkbook balance. The result is the adjusted checkbook balance of $2,149.03. This equals his adjusted bank statement balance computed in (3).

The only book adjustment Henry needs to make is to the Check Disbursements Journal for the $10 bank service charge. He does not need to adjust the Monthly Summary of Cash Receipts because he correctly entered the January 8 deposit of $600.40 in that record.

On the following page are:

1) **Summary of Schedule C Business Receipts and Expenses (provides a listing of business expense categories)**
2) **Schedule C Business Receipts (may be used to record receipts of income)**
3) **Schedule C Business Payments (may be used to record business payments)**
4) **Schedule C Business Inventory (used to record inventory)**
5) **Car and Truck Expenses - Standard Mileage Rate (MILEAGE LOG)**
6) **MACRS Depreciation Schedule (may be used to record business asset purchases)**

On the Web Site http://www.accountingandtaxcenter.com you can find Excel Spreadsheets that many use to keep a record of their income and payments.

For small business Schedule C filers -
http://www.accountingandtaxcenter.com/documents/reference/schedule-c.xls

For individuals with Rental Property – Schedule E filers -
http://www.accountingandtaxcenter.com/documents/reference/schedule-e.xls

Summary of Schedule C Business Receipts and Expenses

Description	Amount
Gross Receipts	
Purchases of Merchandise for Sale	
Advertising - Newspaper Ads, Handbills and the cost of distributing, TV and Radio Ads, Business Cards.	
Bad Debts from Sales or Services - Deductible only if previously included in income.	
Car and Truck Expenses (Actual Expenses - Gas, oil, lube, tires, batteries, repairs, garage rent, auto club, washing/waxing, insurance, vehicle licenses, interest on vehicle loan, personal property tax - all subject to business use percent. Parking, tolls, train, air fare, bus and taxi - not subject to business use percent.	
Car and Truck Expenses - Standard Mileage (Note: May be used only if used the year the vehicle was placed in service.) Record: Date, Destination/Purpose/Contact, Beginning and Ending Odometer, Business/Commute/Personal miles. You must own the vehicle.	
Commissions and Fees - Compensation paid to independent contractors ($600 or more issue 1099-MISC)	
Insurance - Fire, theft, earthquake, flood, and other hazard insurance on business property. Credit insurance, employee's group term life and health care insurance, liability and malpractice insurance, state unemployment insurance, and insurance on business vehicles.	
Mortgage Interest Paid to Banks - Form 1098.	
Other Interest - Form 1098 Not Received. Finance charges on credit card purchases - business purchases only.	
Legal and Professional Services - Attorney and Accounting Fees ($600 or more issue 1099-MISC), Tax Preparation of Schedule C.	
Office Expenses - Consumable office supplies, Postage, UPS, Postage Meter, P.O. Box.	
Rent or Lease - Vehicles, Machinery, and Equipment.	
Rent or Lease - Other Business Property.	
Repairs and Maintenance - Labor and Supplies, Service Contracts.	
Supplies - Gift wrapping materials, cleaning or maintenance supplies, maintenance of security system.	
Taxes and Licenses - Real Estate taxes on business property, Personal Property taxes, Sales Taxes if included in Gross Receipts. Business License. ABC License.	
Taxes and Licenses - Employment - FICA (6.2%), Medicare (1.45%), FUTA and SUTA (.8%-6.2%).	
Travel, Meals, and Entertainment - Travel Expenses While Away From Home - Air Fare, Rail, Car Rental, Taxi, Bus, Lodging, Baggage, Tips, Telephone, Postage, Laundry, Cleaning. List Meals, Entertainment, and related tips on a separate Line. Business percent of membership fee of credit card use for travel and entertainment. NOTE: Club Dues are not deductible, including country club, golf and athletic, airline and hotel - PLEASE LIST BUT MARK AS NON-DEDUCTIBLE.	
Utilities - Electric, Gas, Telephone.	
Wages - Employee salaries.	
Other Expenses - Bank Service Charges, Dues and Subscriptions to publications, Laundry and Cleaning expenses of employees' uniforms, Seminars. NOTE: Dues to civic and public service organizations, professional organizations, chamber of commerce, and real estate boards are deductible.	

Schedule C Business Receipts			
Date	**Received From**	**For**	**Amount Received**

Schedule C Business Payments				
Date	**Method of Payment**	**Paid To**	**For**	**Amount Paid**
	☐Cash ☐Check #			
	☐Cash ☐Check #			
	☐Cash ☐Check #			
	☐Cash ☐Check #			
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Schedule C Business Inventory
Date: 1/1/20___ Value of Beginning Inventory: $ Method of Valuing Inventory: ☐Cost ☐Lower of Cost or Market ☐Other (explain)   Date: 12/31/20___ Value of Ending Inventory: $ Method of Valuing Inventory: ☐Cost ☐Lower of Cost or Market ☐Other (explain)

<u>Car and Truck Expenses - Standard Mileage Rate</u> **Note: May be used only if used the year the vehicle was placed in service.**						
Date	Destination Purpose Contact	Odometer Begin Miles	Odometer End Miles	Business	Commute	Personal

List any property owned by the business or used in the business.

MACRS Depreciation Schedule

Date Purchased or Placed in Service	Description	Cost or Other Basis	Less Land Value	Basis	% of Business Use	Business % of Basis	Sec. 179	Recovery Amount	Recovery Period	Convention & Method	— %	— Depr. Amt.	— %	— Depr. Amt.	— %	— Depr. Amt.
Example: 1/1/20___	Listed Property: Computer	$2,000	0	$2,000	90 %											