

# Tax checklist 2022 - for self-employed individuals

## Income

- Records of business income if you are an independent contractor or self-employed (you are considered self-employed if you received 1099-NEC or 1099-K)

## Cost of goods sold

- Inventory value at the start of the year and end of the year
- Purchases of goods/merchandise during the year
- The above applies to retail businesses; for manufacturing businesses, calculations are more complex

## Expenses

- Advertising and promotions
- Business meals (restaurant meals are deductible at 100% in 2022); entertainment is no longer deductible
- Computer and website
- Continuing education
- Dues and subscriptions
- Health insurance costs (not deductible if provided by an employer)
- Liability, professional indemnity or premises insurance
- Internet (estimate a business use percentage of internet at home)
- Licenses and permits
- Office supplies and expenses
- Postage
- Professional fees
- Rent, repairs and maintenance (not home-office related)
- Telephone (estimate a business use percentage of your personal cell phone)

## Business use of home

- This applies only if you use any area of your home exclusively for business/storage
- Square footage of business space and total square footage of the home
- Direct expenses (these apply only to business space, e.g. painting your home office)
- Indirect expenses (apply to the entire property: rent or mortgage interest, insurance, property taxes, utilities, general repairs, maintenance, security system, etc.)
- Date and purchase price of home plus improvements (for depreciation)

## Mileage records

- Year, make and model of vehicle used for business
- Business miles and **total** miles added to the vehicle during the year (**total** miles means the difference in the odometer reading on the first and last day of the year)
- Mileage log does not need to be provided but should be maintained for audit purposes along with vehicle records showing its mileage
- Split business miles into two periods - January 1st to June 30th (rate of \$0.585 per mile) and July 1st and December 31st (rate of \$0.625 per mile)

## Other

- Did you receive any business loans or grants?
- Did you buy any business assets over \$2,500? Please provide the description, amount and date of purchase/installation.



Business name:

Year:

**Income and Expenses**

**Income**

**Expenses**

|   |                      |
|---|----------------------|
| Accounting and Tax Preparation Fees                               | <input type="text"/> |
| Advertising   | <input type="text"/> |
| Auto (if not using standard mileage rate) servicing, repairs, gas | <input type="text"/> |
| Bank Charges  | <input type="text"/> |
| Contract Labor (1099-NEC issued and New Hire registered?)         | <input type="text"/> |
| Credit Card Charges   | <input type="text"/> |
| Depreciation (applicable to assets)                               | <input type="text"/> |
| Dues & Subscriptions  | <input type="text"/> |
| Entertainment (not tax deductible)                                | <input type="text"/> |
| Insurance - Auto  | <input type="text"/> |
| Insurance - Liability   | <input type="text"/> |
| Insurance - Building  | <input type="text"/> |
| Insurance - Other   | <input type="text"/> |
| Interest (vehicle loan)   | <input type="text"/> |
| Interest  | <input type="text"/> |
| Licenses and Permits  | <input type="text"/> |
| Meals (business meetings)   | <input type="text"/> |
| Miscellaneous   | <input type="text"/> |
| Office Supplies   | <input type="text"/> |
| Postage   | <input type="text"/> |
| Professional Fees   | <input type="text"/> |
| Repairs & Maintenance   | <input type="text"/> |
| Rent - Space  | <input type="text"/> |
| Rent - Equipment  | <input type="text"/> |
| Wages   | <input type="text"/> |
| Payroll Taxes   | <input type="text"/> |
| Payroll Fees  | <input type="text"/> |
| Taxes - Other   | <input type="text"/> |
| Telephone   | <input type="text"/> |
| Waste Disposal  | <input type="text"/> |
| Travel  | <input type="text"/> |
| Utilities   | <input type="text"/> |

**Cost of Goods Sold**

|                     |                      |   |
|---------------------|----------------------|---|
| Beginning Inventory | <input type="text"/> | + |
| Purchases           | <input type="text"/> | + |
| Ending Inventory    | <input type="text"/> | - |

**Auto Mileage**

|  |                      |           |                      |
|--|----------------------|-----------|----------------------|
| Total Miles Driven (required by IRS)     | <input type="text"/> |           |                      |
| Business Miles Driven 1/1/22 to 6/30/22  | <input type="text"/> | @ \$0.585 | <input type="text"/> |
| Business Miles Driven 7/1/22 to 12/31/22 | <input type="text"/> | @ \$0.625 | <input type="text"/> |

**Net Profit/(Loss)**