



# HICKS & MANN

## WEALTH MANAGEMENT

Name: \_\_\_\_\_  
 DBA / Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Business Activity: \_\_\_\_\_  
 EIN: \_\_\_\_\_  
 Type of Business:                      Sole Prop                      Single Member LLC                      S Corp

### Income

Sales:     \$ \_\_\_\_\_                      Does this amount include sales tax?                      Yes     No  
 Other:    \$ \_\_\_\_\_                      Describe: \_\_\_\_\_

### Expenses

Advertising	_____	Building Rent	_____	Wages	_____
Bad Debts	_____	Equip. Rental	_____	Professional Dues	_____
Auto	_____	Dues	_____	Business Meals	_____
Commissions	_____	Subscriptions	_____	Temporary Labor	_____
Depreciation	_____	Sales Tax	_____	Supplies	_____
Insurance	_____	Repairs	_____	Cell Phone	_____
Mortgage Int	_____	Tax/Licenses	_____	Other Expenses and Amounts	_____
Interest	_____	Travel/Lodging	_____		_____
Office Expenses	_____	Utilities	_____		_____

### Vehicle Expenses

Year, Make & Model	_____	Can you support the deduction?	Yes	No
Date First Used	_____	Is the evidence written?	Yes	No
Type of Vehicle	_____	Was another vehicle available for personal use?	Yes	No
Total Mileage	_____	Was the vehicle available for use after hours?	Yes	No
Business Mileage	_____	Was the vehicle leased?	Yes	No
Commuting Mileage	_____	Was the vehicle used for hire?	Yes	No
Personal Mileage	_____	Actual Expenses (oil, gas, insurance, repairs)	_____	

### Home Office

Total Square Feet of your home	_____	Security	_____
Total Square Feet of your office	_____	Condo Maintenance Fee	_____
Date of Purchase (if 1 <sup>st</sup> year)	_____	Garbage/Cleaning Services	_____
Date you began using your home office	_____	Repairs, Supplies & Painting	_____
Is this used for Day Care?	_____	Water & Sewage	_____
Rent/Mortgage	_____	Utilities	_____
Mortgage Interest	_____	Property Insurance	_____
Property Taxes	_____	Other	_____
Hours per Week used	_____	Other	_____

### Please Note:

We do not require a current log of your business miles or receipts to file your taxes. However, should a question arise by the IRS, they will require some type of proof. You can use a calendar, planner, receipt, credit card bill, log book, or some other record to verify expenses.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_