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Starting a Business and Keeping Records



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Introduction

This publication provides basic federal tax information for people who are starting a business. It also provides information on keeping records and illustrates a recordkeeping system.



Throughout this publication we refer you to other IRS publications and forms where you will find more information. In addition, you may want to contact other government agencies, such as the Small Business Administration (SBA). See page 22 to find out how to get more information.

What New Business Owners Need To Know

As a new business owner, you need to know your federal tax responsibilities. **Table 1** on page 2 can help you learn what those responsibilities are. Ask yourself each question listed in the table, then see the related discussion to find the answer.

Table 1. What New Business Owners Need To Know About Federal Taxes

(Note: This table is intended to help you, as a new business owner, learn what you need to know about your federal tax responsibilities. To use it, ask yourself each question in the left column, then see the related discussion on the page shown in the right column.

|  What Must I Know? |  Where To Find the Answer |
|---|--|
| Which form of business will I use? | See <i>Forms of Business</i> below. |
| Will I need an employer identification number (EIN)? | See <i>Identification Numbers</i> on page 3. |
| Do I have to start my tax year in January? Or may I start it in any other month? | See <i>Tax Year</i> on page 4. |
| What method can I use to account for my income and expenses? | See <i>Accounting Method</i> on page 4. |
| What kinds of federal taxes will I have to pay? How should I pay my taxes? | See <i>Business Taxes</i> on page 4. |
| What must I do if I have employees? | See <i>Employment Taxes</i> on page 5. |
| What forms must I file? | See <i>Table 2</i> on page 6 and <i>Information Returns</i> on page 8. |
| Are there penalties if I do not pay my taxes or file my returns? | See <i>Penalties</i> on page 8. |
| What business expenses can I deduct on my federal income tax return? | See <i>Business Expenses</i> on page 8. |
| What records must I keep? How long must I keep them? | See <i>Recordkeeping</i> on page 10. |

In addition to knowing about federal taxes, you need to make some basic business decisions. Ask yourself:

- What are my financial resources?
- What products and services will I sell?
- How will I market my products and services?
- How will I develop a strategic business plan?
- How will I manage my business on a day-to-day basis?
- How will I recruit employees?

The Small Business Administration (SBA) is a federal agency that can help you answer questions such as those listed above. For information on how to contact the SBA, see page 23.

Forms of Business

When beginning a business, you must decide which form of business to use. Legal and tax considerations enter into this decision. Only tax considerations are discussed in this publication.

The most common forms of business are the sole proprietorship, partnership, and corporation.



*Your form of business determines which income tax return form you have to file. See **Table 2** on page 6 to find out which form you have to file.*

Sole proprietorships. 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. 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 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. 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. 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 nonseparately 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 for Form 1120S, *U.S. Income Tax Return for an S Corporation*.

Identification Numbers

You must have a taxpayer identification number so that 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 by the Social Security Administration (SSA) and is in the following format: 000-00-0000
- An EIN is issued by the IRS and is in the following format: 00-0000000

You must include your taxpayer identification number (SSN or EIN) on all returns or 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 they file to report:

- 1) Interest, dividends, royalties, etc., paid to you,
- 2) Any amount paid to you as a dependent care provider, and
- 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 will 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 Keogh 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 either through the mail or by telephone. 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.

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 telephone, you can get an EIN immediately. If you apply by mail, file Form SS-4 at least 4 to 5 weeks before you need an EIN.

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, get 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*. You must give the recipient of these payments (the payee) a statement showing the total amount paid during the year. The forms used to report these payments must include the payee's identification number, as well as your 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 if the employee's name has changed due to marriage or divorce.

If your employee does not have an SSN, he or she should file Form SS-5, *Application for a Social Security Card*, with the SSA. This form is available at SSA offices or by calling 1-800-772-1213.

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.



If the payee does not provide you with an identification number, you may have to withhold 31% of the payments as backup withholding. For information on backup withholding, see Form W-9, the Instructions for the Requester of Form W-9, and the 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.

- **Calendar tax year.** This is a period of 12 consecutive months beginning January 1 and ending December 31.
- **Fiscal tax year.** This is a period of 12 consecutive months ending on the last day of any month other than December or a 52- or 53-week period that ends on a specific day of the week occurring either in the last week or nearest 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 time set by law, not including extensions, for filing your first return.

You must use a calendar tax year if you have inadequate records or you have no 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. 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 to report income and expenses in your books and on your income tax returns. There are two basic accounting methods.

- **Cash method.** Under the cash method, you report income you receive during the year. You usually deduct expenses in the tax year you pay them.
- **Accrual method.** Under the accrual method, you generally report income when you earn it, even though you may receive payment in a later year. You deduct 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.

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 expense 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 four general kinds of business taxes are:

- Income tax,
- Self-employment tax,
- Employment taxes, and

- Excise taxes.

See **Table 2** for the forms you file to report these taxes.



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. See **Table 2** to find out which return you have to file.

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.

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 7 under *Depositing Taxes*. For more information, see Publication 542.

Self-Employment Tax

Self-employment tax is the social security and Medicare tax 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 medical insurance (Medicare) benefits.

You must pay self-employment tax if either of the following applies.

- 1) Your net earnings from self-employment (excluding income described in (2) below) are \$400 or more.
- 2) You performed services for a church as an employee and received \$108.28 or more.

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



Deduct one-half of your self-employment tax as an adjustment to income on your Form 1040.

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 year you earned the income. If you file your tax return or report a change in your self-employment income after this time limit, SSA may change its records, but only to remove or reduce, not increase, the amount of 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, Employer's Tax Guide*. If you have agricultural employees, get Publication 51, *Circular A, 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 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) 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? Farm employers report these taxes on Form 943, *Employer's Annual Tax Return for Agricultural Employees*. Other employers use Form 941, *Employer's Quarterly Federal Tax Return*.

Table 2. Which Forms Must I File?

| If You Are A: | You May Be Liable For: | Use Form: |
|---------------------------------------|---|--|
| Sole proprietor | Income tax | 1040 and Schedule C ¹ or C-EZ (Schedule F for farm business ¹) |
| | Self-employment tax | 1040 and Schedule SE |
| | Estimated tax | 1040-ES |
| | Employment taxes: <ul style="list-style-type: none"> • Social security and Medicare taxes and income tax withholding • Federal unemployment (FUTA) tax • Depositing employment taxes | 943 for farm employees 941 for all others 940 or 940-EZ 8109 ² |
| | Excise taxes | See <i>Excise Taxes</i> |
| Partnership | Annual return of income | 1065 |
| | Employment taxes | Same as sole proprietor |
| | Excise taxes | See <i>Excise Taxes</i> |
| Partner in a partnership (individual) | Income tax | 1040 and Schedule E ³ |
| | Self-employment tax | 1040 and Schedule SE |
| | Estimated tax | 1040-ES |
| Corporation or S corporation | Income tax | 1120 or 1120-A (corporation) 1120S (S corporation) |
| | Estimated tax | 1120-W (corporation only) and 8109 ² |
| | Employment taxes | Same as sole proprietor |
| | Excise taxes | See <i>Excise Taxes</i> |
| S corporation shareholder | Income tax | 1040 and Schedule E ³ |
| | Estimated tax | 1040-ES |

¹ File a separate schedule for each business.

² Do not use if you deposit taxes electronically.

³ Various other schedules may be needed.

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 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. Call the INS at **1-800-755-0777** 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.

Excise Taxes

This section explains the excise taxes you may have to pay and the forms you have to file if you do any of the following.

- Manufacture or sell certain products.
- Operate certain kinds of businesses.
- Use various kinds of equipment, facilities, or products.

For more information on excise taxes, see Publication 510.

Form 720. The federal excise taxes reported on Form 720, *Quarterly Federal Excise Tax Return*, consist of several broad categories including the following.

- Environmental taxes.
- Communications taxes.
- Fuel taxes.
- Tax on the first retail sale of heavy trucks and trailers.
- Luxury tax on passenger cars.
- Manufacturers' taxes on the sale or use of a variety of different products.

Form 2290. There is a federal excise tax on trucks, truck tractors, and buses used on public highways. The tax applies to vehicles having a taxable gross weight of 55,000 pounds or more. Report the tax on Form 2290, *Heavy Vehicle Use Tax Return*. For more information, see the *Instructions for Form 2290*.

Form 730. If you are in the business of accepting bets or running a betting pool or lottery, you may be liable for the federal excise tax on wagering. Use Form 730,

Tax on Wagering, to figure the tax on the bets you receive.

Form 11-C. Use Form 11-C, *Occupational Tax and Registration Return for Wagering*, to register any wagering activity and to pay the occupational tax on wagering.

ATF forms. If you produce, sell, or import guns, tobacco, or alcohol products, or if you manufacture equipment for their production, you may be liable for one or more excise taxes. Report these taxes on forms filed with the Bureau of Alcohol, Tobacco, and Firearms (ATF).

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 or a Federal Reserve bank for your area unless you make the deposits electronically as discussed later.

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



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. Form 8109, *Federal Tax Deposit Coupon*, is used for depositing 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 the 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), address, kind of tax, period covered, and 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 depository. 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 fees to 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 crew members by operators of fishing boats.

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

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)*.

Form W-2. You must file Form W-2, *Wage and Tax Statement*, 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 Form W-2*.

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. This penalty cannot be more than 25% of your unpaid tax.

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 *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 (small) 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 $\frac{1}{2}$ of 1% of the total number of returns you are required to file for the year.)

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 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 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 12 in Publication 535.

Depreciation

If property you acquire to use in your business has a useful life longer than one year, 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 purchase it for use in your business. This deduction is known as the "section 179 deduction."

For more information about depreciation and the section 179 deduction, get 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:

- 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.

New rules for 1999. Beginning in **1999**, your home office generally will qualify as your principal place of business if both of the following tests are met.

- 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. For more information about business use of your home, get Publication 587, *Business Use of Your Home (Including Use by Day-Care Providers)*.

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 fees | Rental fees |
| 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.

Example. You are the sole proprietor of a flower shop. You drive 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.



*Generally, if you choose to take the standard mileage rate, you **cannot** deduct 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 portion of the lease period (including renewals) that is 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*.

Recordkeeping

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 recordkeeping 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 nonbusiness 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 may choose any recordkeeping 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 recordkeeping 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 recordkeeping 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.



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 recordkeeping 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. The following is a list of acceptable account statements.

- 1) An account statement showing a check clearing is accepted as proof if it shows the following.
 - a) Check number.
 - b) Amount.
 - c) Payee's name.
 - d) Date the check amount was posted to the account by the financial institution.
- 2) An account statement showing an electronic funds transfer is accepted as proof if it shows the following.
 - a) Amount transferred.
 - b) Payee's name.
 - c) Date the transfer was posted to the account by the financial institution.
- 3) An account statement showing a credit card charge (an increase to the cardholder's loan balance) is accepted as proof if it shows the following.
 - a) Amount charged.
 - b) Payee's name.
 - c) Date charged (transaction date).

These account statements must be highly legible.



Proof of payment of an amount alone 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 recordkeeping system includes a summary of your business transactions. (Your business transactions are shown on 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 recordkeeping 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. The other items are illustrated later under *Sample Record System*.



Whichever system you use to record business transactions will be most effective if you follow good recordkeeping 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.



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 that 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.



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 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 that you can use for recordkeeping. 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 recordkeeping 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, printed on page 7 of Internal Revenue Bulletin 1998–11, 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 recordkeeping purposes if they comply with Revenue Procedure 81–46, printed on page 621 in Cumulative Bulletin 1981–2.

Electronic Storage System

Records maintained in an electronic storage system are accepted for recordkeeping purposes if the system complies with Revenue Procedure 97–22, printed on page 652 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** contains the period of limitations that applies 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.



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 nontax 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.

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 to show how one business keeps its records.

1) Daily Summary of Cash Receipts

This summary is a record of cash sales for the day. It accounts for cash 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 enters the total receipts for January 3 (\$267.80), including cash sales (\$263.60) and sales tax (\$4.20), from the *Daily Summary of Cash Receipts* in 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

Table 3. Period of Limitations

| In the following situations, | 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 |

* Individuals file a claim for credit or refund on Form 1040X.

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

This shows the income activity for the month. Henry carries the total monthly net sales (\$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

Henry enters checks drawn on the business checking account in the *Check Disbursements Journal* each day. All checks are prenumbered 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 nonbusiness 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 monthly total of materials (\$1,083.50) to the *Annual Summary*. Similarly, he enters monthly expenses for telephone, truck, auto, etc., in the appropriate columns of this summary.

4) Employee Compensation Record

This record shows the following information.

- The number of hours his 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, which is carried to the *Annual Summary*.

5) Annual Summary

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

Henry enters the cash receipts total (\$47,440.95) from the annual summary in Part I of Schedule C (not illustrated).

He carries the total for materials (\$10,001.00) from the annual summary to Part II.

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. A business that keeps materials and supplies on hand generally must complete the inventory lines in Part III of Schedule C.

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

Another major item is the depreciation allowed on assets used in Henry's business. The sample depreciation worksheet shows examples of items depreciated using the modified accelerated cost recovery system (MACRS). Depreciation is discussed in Publication 946.

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.

He chooses to deduct \$18,000 of the cost of certain depreciable property purchased and placed in service in his trade or business during the year. This is the "section 179 deduction." The section 179 deduction is discussed in Publication 946.

The amount of depreciation Henry can claim for the tax year is shown on his depreciation worksheet. He uses the worksheet to complete Form 4562, *Depreciation and Amortization* (not illustrated).

7) Bank Reconciliation

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) above. The result of \$2,149.03 is the adjusted bank statement balance.

- 4) Henry enters his checkbook balance on the bank reconciliation.
- 5) He 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) earlier.

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.

1. Daily Summary of Cash Receipts

Date January 3, 19 —

| | |
|-----------------------|-------------------------------------|
| Cash sales | <input type="text" value="263.60"/> |
| Sales tax | <input type="text" value="4.20"/> |
| TOTAL RECEIPTS | <input type="text" value="267.80"/> |

Cash on hand

Cash in register (including unspent petty cash)

| | | |
|---|-------------------------------------|-------------------------------------|
| Coins | <input type="text" value="23.75"/> | |
| Bills | <input type="text" value="143.00"/> | |
| Checks | <input type="text" value="134.05"/> | ↓ |
| TOTAL CASH IN REGISTER | | <input type="text" value="300.80"/> |
| Add: Petty cash slips | | <input type="text" value="17.00"/> |
| TOTAL CASH | | <input type="text" value="317.80"/> |

Less: Change and petty cash

| | | |
|---|------------------------------------|-------------------------------------|
| Petty cash slips | <input type="text" value="17.00"/> | |
| Coins and bills | <input type="text" value="33.00"/> | ↓ |
| (unspent petty cash) | | |
| TOTAL CHANGE AND PETTY CASH FUND . . | | <input type="text" value="50.00"/> |
| TOTAL CASH RECEIPTS | | <input type="text" value="267.80"/> |

2. Monthly Summary of Cash Receipts

Year 19 — 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 |

3. Check Disbursements Journal

Year 19 — 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 | | |
| . | . | . | . | . | . | . | . | Shop 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 |

4. Employee Compensation Record

Name John E. Marks ☐ Full Time Soc. Sec. No. 567-00-8901
 Address 1 Elm St., Newark, NJ 07101 ☒ Part Time Date of Birth 12-21-65
 Phone 555-6075 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 | 5 | 5 | 5 | | | | 5 | 5 | 4 | 6 | | | | 40 | | \$6.50 | . | \$260.00 | \$16.12 | \$3.77 | \$20.00 | \$6.00 | \$214.11 |
| 1 - 15 | 1 - 18 | 4 | 4 | 4 | 4 | 2 | | | 4 | 3 | 4 | 4 | 3 | | | 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 |

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 | \$1,083.50 | \$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 | 874.93 | 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 | \$5,434.00 | \$408.09 | \$92.30 | \$1,642.37 | \$217.08 | \$420.00 | \$3,600.00 | \$324.09 | \$571.46 | \$85.00 | \$40.00 | \$218.00 | \$344.00 |

6. Depreciation Worksheet

| Description of Property | Date Placed in Service | Cost or Other Basis | Business/Investment Use % | Section 179 Deduction | Depreciation Prior Years | Basis for Depreciation | Method/Convention | Recovery Period | Rate or Table % | Depreciation Deduction |
|-----------------------------|------------------------|---------------------|---------------------------|-----------------------|--------------------------|------------------------|-------------------|-----------------|-----------------|------------------------|
| Equipment—Transmission Jack | 1 - 3 | 1,366 | 100% | — | — | 1,366 | 200 DB/HY | 7 | 14.29% | \$195 |
| Pickup Truck (used) | 1 - 3 | 4,000 | 100% | 2,500 | — | 1,500 | 200 DB/HY | 5 | 20% | 300 |
| Heavy Duty Tow Truck | 1 - 3 | 18,000 | 100% | 15,500 | — | 2,500 | 200 DB/HY | 5 | 20% | 500 |
| Equipment—Engine Hoist | 1 - 3 | 1,600 | 100% | — | — | 1,600 | 200 DB/HY | 7 | 14.29% | 229 |
| | | | | | | | | | | \$1,224 |

7. Bank Reconciliation as of

Date January 31, 19 —

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 6.00
 \$594.40 (difference)

2,159.03

 Subtract: Bank service charge 10.00

Adjusted checkbook balance 2,149.03

Where To Go for Help

This section describes the help that the IRS and other federal agencies offer to taxpayers who operate their own businesses.

Internal Revenue Service

The following describes assistance provided by the IRS. You can order free publications and forms, ask tax questions, and get more information from the IRS in several ways. By selecting the method that is best for you, you will have quick and easy access to tax help. See *Free tax services*, later.

Small Business Tax Education Program. Small business owners and other self-employed individuals can learn about business taxes through a unique partnership between the IRS and local organizations. Through workshops or in-depth tax courses, instructors provide training on starting a business, recordkeeping, preparing business tax returns, self-employment tax issues, and employment taxes.

Some courses are offered free as a community service. Courses given by an educational facility may include costs for materials and tuition. Other courses may have a nominal fee to offset administrative costs of sponsoring organizations.

For more information about this program, call the IRS Monday through Friday during regular business hours and ask for your Taxpayer Education Coordinator. Check your telephone book for the local number of the IRS office closest to you or you can call **1-800-829-1040**.

Your Business Tax Kit. *Your Business Tax Kit* is an assortment of IRS forms and publications to help taxpayers who operate their own businesses. To order the kit, see *Free tax services*, later. The kit consists of the following items.

Forms:

- SS-4, *Application for Employer Identification Number*
- 1040-ES, *Estimated Tax for Individuals*
- 9779, *EFTPS Business Enrollment Form*

Publications:

- 583, *Starting a Business and Keeping Records*
- 594, *The IRS Collection Process*
- 910, *Guide to Free Tax Services*
- 1544, *Reporting Cash Payments of Over \$10,000 (Received in a Trade or Business)*

It also contains Publication 509, which has a tax calendar.

Free tax services. To find out what services are available, get Publication 910, *Guide to Free Tax Services*. It contains a list of free tax publications and an

index of tax topics. It also describes other free tax information services, including tax education and assistance programs and a list of TeleTax topics.



Personal computer. With your personal computer and modem, you can access the IRS on the Internet at **www.irs.ustreas.gov**. While visiting our Web Site, you can select:

- *Frequently Asked Tax Questions* to find answers to questions you may have.
- *Fill-in Forms* to complete tax forms on-line.
- *Forms and Publications* to download forms and publications or search publications by topic or keyword.
- *Comments & Help* to e-mail us with comments about the site or with tax questions.
- *Digital Dispatch* and *IRS Local News Net* to receive our electronic newsletters on hot tax issues and news.

You can also reach us with your computer using any of the following.

- Telnet at **iris.irs.ustreas.gov**
- File Transfer Protocol at **ftp.irs.ustreas.gov**
- Direct dial (by modem) **703-321-8020**



TaxFax Service. Using the phone attached to your fax machine, you can receive forms, instructions, and tax information by calling **703-368-9694**. Follow the directions from the prompts. When you order forms, enter the catalog number for the form you need. The items you request will be faxed to you.



Phone. Many services are available by phone.

- *Ordering forms, instructions, and publications.* Call **1-800-829-3676** to order current and prior year forms, instructions, and publications.
- *Asking tax questions.* Call the IRS with your tax questions at **1-800-829-1040**.
- *TTY/TDD equipment.* If you have access to TTY/TDD equipment, call **1-800-829-4059** to ask tax questions or to order forms and publications.
- *TeleTax topics.* Call **1-800-829-4477** to listen to pre-recorded messages covering various tax topics.

Evaluating the quality of our telephone services. To ensure that IRS representatives give accurate, courteous, and professional answers, we evaluate the quality of our telephone services in several ways.

- A second IRS representative sometimes monitors live telephone calls. That person only evaluates the

IRS assistor and does not keep a record of any taxpayer's name or tax identification number.

- We sometimes record telephone calls to evaluate IRS assistants objectively. We hold these recordings no longer than one week and use them only to measure the quality of assistance.
- We value our customers' opinions. Throughout this year, we will be surveying our customers for their opinions on our service.



Walk-in. You can pick up certain forms, instructions, and publications at many post offices, libraries, and IRS offices. Some libraries and IRS offices have an extensive collection of products available to print from a CD-ROM or photocopy from reproducible proofs.



Mail. You can send your order for forms, instructions, and publications to the Distribution Center nearest to you and receive a response 7 to 15 workdays after your request is received. Find the address that applies to your part of the country.

- **Western part of U.S.:**
Western Area Distribution Center
Rancho Cordova, CA 95743-0001
- **Central part of U.S.:**
Central Area Distribution Center
P.O. Box 8903
Bloomington, IL 61702-8903
- **Eastern part of U.S. and foreign addresses:**
Eastern Area Distribution Center
P.O. Box 85074
Richmond, VA 23261-5074

Help with unresolved tax issues. Most problems can be solved with one contact by calling, writing, or visiting an IRS office. But if you have tried unsuccessfully to resolve a problem with the IRS, you should contact the Taxpayer Advocate's Problem Resolution Program (PRP). Someone at PRP will assign you a personal advocate who is in the best position to try to resolve your problem. The Taxpayer Advocate can also offer you special help if you have a significant hardship as a result of a tax problem.

You should contact the Taxpayer Advocate if:

- You have tried unsuccessfully to resolve your problem with the IRS and have not been contacted by the date promised, or
- You are on your second attempt to resolve your problem.

You may contact a Taxpayer Advocate by calling a new assistance number, **1-877-777-4778**. Persons who have access to TTY/TDD equipment can call **1-800-829-4059** and ask for the Taxpayer Advocate. If you prefer, you can write to the Taxpayer Advocate at the office that last contacted you.

While Taxpayer Advocates cannot change the tax law or make a technical tax decision, they can clear up problems that resulted from previous contacts and ensure that your case is given a complete and impartial review. Taxpayer Advocates are working to put service first. For more information about PRP, get Publication 1546, *The Problem Resolution Program of the Internal Revenue Service*.

Your comments on IRS enforcement actions. The Small Business and Agriculture Regulatory Enforcement Ombudsman and 10 Regional Fairness Boards were established to receive comments from small business about federal agency enforcement actions. The Ombudsman will annually evaluate the enforcement activities and rate each agency's responsiveness to small business. If you wish to comment on the enforcement actions of IRS, call **1-888-REG-FAIR (1-888-734-3247)**.

Small Business Administration

The Small Business Administration (SBA) is a federal agency that offers training and educational programs, counseling services, financial programs, and contract assistance to small business owners. The SBA also has publications and videos on a wide range of business topics. If you want help from the SBA, look in your telephone directory under "U.S. Government" for the number of your local SBA office or call the Small Business Answer Desk at **1-800-8-ASK-SBA**.

Other Federal Agencies

Other federal agencies also publish publications and pamphlets to assist small businesses. For a list of federal publications that are for sale write to:

Superintendent of Documents
U.S. Government Printing Office
P.O. Box 371954
Pittsburgh, PA 15250-7954

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