

Lina's Tax Team

Business Income and Expenses

General Information

Taxpayer name

Ownership (place X next to the applicable option below)

Taxpayer	<input type="checkbox"/>
Spouse	<input type="checkbox"/>
Joint	<input type="checkbox"/>

Business name

Business address (including unit number, city, state and zip)

Principal business/profession

Employer ID number

Accounting method (place X next to the applicable option below)

Cash	<input type="checkbox"/>
Accrual	<input type="checkbox"/>
Other	<input type="checkbox"/>

Method used to value closing inventory, if applicable

(place X next to the applicable option below)

Cost	<input type="checkbox"/>
Lower of cost or market	<input type="checkbox"/>
Other	<input type="checkbox"/>

Materially participated

yes	<input type="checkbox"/>
no	<input type="checkbox"/>

Business started this tax year

yes	<input type="checkbox"/>
no	<input type="checkbox"/>

Required to issue 1099- MISC

yes	<input type="checkbox"/>
no	<input type="checkbox"/>

Issued 1099-MISC

yes	<input type="checkbox"/>
no	<input type="checkbox"/>

Cost of Goods Sold - If Applicable

Beginning inventory

Materials and supplies

Purchases

Other costs

Items withdrawn for personal use

Ending inventory

Cost of labor

(do not include your salary)

Lina's Tax Team

Business Income & Expenses Organizer

Taxpayer name		Business name	
Business Address		Product / Service	

Income

Income on 1099-MISC		Returns and allowances	
Income by cash/check		Other income	

Expenses

Advertising <input style="width: 100%;" type="text"/> Commissions and fees <input style="width: 100%;" type="text"/> Contract labor / Independent <input style="width: 100%;" type="text"/> Insurance (liability, other) <input style="width: 100%;" type="text"/> Health insurance <input style="width: 100%;" type="text"/> (include premiums for yourself, spouse and dependents) Mortgage interest <input style="width: 100%;" type="text"/> (do not include principal residence) Other interest <input style="width: 100%;" type="text"/> (car loan, etc.) Legal and professional services <input style="width: 100%;" type="text"/> (tax preparation, accounting, etc.) Office expenses <input style="width: 100%;" type="text"/> (postage and office supplies)	Repairs and maintenance <input style="width: 100%;" type="text"/> Supplies <input style="width: 100%;" type="text"/> Taxes and licenses <input style="width: 100%;" type="text"/> Travel <input style="width: 100%;" type="text"/> Meals / Entertainment <input style="width: 100%;" type="text"/> Rent / Lease (Office space) <input style="width: 100%;" type="text"/> Utilities <input style="width: 100%;" type="text"/> Gross wages paid to employees <input style="width: 100%;" type="text"/> Employee pension plans <input style="width: 100%;" type="text"/> Employee health insurance <input style="width: 100%;" type="text"/> Other employee benefits <input style="width: 100%;" type="text"/> Other expenses (list below) <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
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New Machinery & Equipment
Please List each Item

Date in service	Describe equipment purchased	Cost
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Lina's Tax Team

Vehicle Expenses

Tax year	<input type="text"/>	Business name/ rental address	<input type="text"/>
Taxpayer name	<input type="text"/>		

General Information

Make	<input type="text"/>	Vehicle year	<input type="text"/>
Model	<input type="text"/>	Date placed in service	<input type="text"/>
Do you or your spouse have another vehicle available for personal use (yes/no)?	<input type="text"/>	Do you have evidence to support your deduction (yes/no)?	<input type="text"/>
Was your vehicle available for use during off duty hours (yes/no)?	<input type="text"/>	Is the evidence written?	<input type="text"/>

Mileage

Total miles	<input type="text"/>	Personal miles	<input type="text"/>
Business or rental miles	<input type="text"/>	Other miles (explain below)	<input type="text"/>
Commute miles	<input type="text"/>		

Expenses

Gas	<input type="text"/>	Repairs (including oil changes and tires)	<input type="text"/>
Insurance	<input type="text"/>	Bridge tolls	<input type="text"/>
Registration fees	<input type="text"/>	Parking (including garage rent)	<input type="text"/>
Lease payments	<input type="text"/>	Cost of the vehicle	<input type="text"/>
Licenses	<input type="text"/>		
Other (describe below)	<input type="text"/>		
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	

Lina's Tax Team

Business Income and Expenses

Home Office - Used Regularly and Exclusively for Business

Total Area of Home
(in square feet)

Area used regularly and
exclusively for business (in square feet)

Date began using this
home office for this business

Percentage of Schedule C
gross income from business
use of this home

Expenses

Annual Mortgage Insurance

Rent

Annual Mortgage Interest

Insurance

Property Taxes

Repairs and Maintenance

Points

Utilities

Other

Depreciation

Price of the House

Improvements

Land Value

Lina's Tax Team

City Business Tax FAQs

Most cities require businesses that operate in the city to obtain a business license and/or pay business tax.

1. What constitutes a business?

You are considered to operate a business if your tax return contains Schedule C, Profit or Loss from Business (Sole Proprietorship), or you filed a business tax return. Operating a business includes contract work for which you received Form 1099-MISC and reported on Schedule C of your tax return.

2. Which city do I need to obtain a business license from/pay business tax to?

The city listed under business address of the Schedule C or on your business tax return. For small sole proprietorships, this usually is your home address city.

3. Am I required to obtain a business license?

Check your city's website. Most cities have a section on doing business in the city and list requirements for business license/business tax. If you are still unsure, contact the city at the posted business tax phone number.

4. What happens if I don't obtain a business license/pay business tax even though I should have?

You are likely to receive a delinquent notice from the city. Cities receive information from California Franchise Tax Board on all business tax filings. They cross reference this information with their business license records and issue delinquent notices to unregistered businesses. Notices can be generated several years down the line and include delinquent tax for multiple years with penalties and interest.

5. Are there exemptions from business tax?

Yes. Each city has a list of exemptions, which vary from city to city. Exemptions are available based on annual gross income, type of business and other criteria. Exemption is not automatic. You need to apply for a business license and/or request exemption from business tax.

6. When is the business tax due?

Check your city's website. San Jose requires business tax to be paid within 45 days of starting a business in San Jose. Each subsequent annual business tax payment is due and payable on the 15th day of the calendar month in which the business began.

7. What is the business tax rate or amount?

It is city-specific. For example, San Jose business tax is \$150 per year.

8. How Lina's Tax Team can help with my business tax obligations?

As a separate engagement from tax return preparation, Lina's Tax Team can review your correspondence, assist in filling out forms and draft letters of explanation.

Lina's Tax Team

LLC Information

1. General Information

Every LLC that is doing business in California or that has articles of organization accepted or a certificate of registration issued by the SOS is subject to the \$800 annual tax. The tax must be paid for each taxable year until a certificate of cancellation of registration or of articles of organization is filed with the SOS.

LLC tax return, Form 568, is due by April 15 following the close of the tax year. For 2015, the tax return is due by April 15, 2016.

LLCs organized in another state are required to file Form 568 and pay \$800 annual tax if LLC is doing business in CA, has income from CA sources and/or has a member who is a resident of CA.

California does not require the filing of written applications for extension. If the LLC cannot file its Form 568 by the return's due date, the LLC is granted an automatic six month extension unless the LLC is suspended or forfeited. However, the automatic extension does not extend the time to pay the LLC tax or fee.

2. LLC Tax Payment Deadline

The annual \$800 LLC tax is due and payable by the 15th day of the 4th month after the **beginning** of the LLC's taxable year. For example, LLC on a calendar year will need to pay the \$800 annual tax for 2015 by **April 15, 2015**.

3. Vouchers

3522 – LLC Tax Voucher

Use to pay the annual LLC tax of \$800 by April 15 of the taxable year. A late payment penalty plus interest will be assessed for failure to pay the annual LLC tax by the due date.

3588 – Payment Voucher for LLC e-filed Returns

Use to pay the total amount due on Form 568, Limited Liability Company Return of Income, except for any unpaid LLC annual tax which must be paid using form FTB 3522, LLC Tax Voucher.

3536 – Estimated Fee for LLCs

Use to pay the estimated fee due by the 15th day of the 6th month of the taxable year. Applies only to LLCs with annual income over \$250,000.

3537 – Payment for Automatic Extension for LLCs

Applies to partnerships and not to single member LLCs.

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