

## Simplified Business Operations Worksheet (the “SBO”)

Please use this worksheet to give us business income and expenses, plus critical supplemental information for preparation of your tax returns.

There are two versions of this worksheet; a fillable PDF (what you are viewing now) and a simple Excel template. While Excel templates are only meaningful to the spreadsheet designer, **we have found it to be the preferred version among our small business owners and contractors.** Here is the link to the Excel template-

[wcginc.com/21](http://wcginc.com/21)

If you want to use the Excel template, please download, complete and securely upload the file to your Sharefile folder. You can access Sharefile here-

[wcginc.com/sharefile](http://wcginc.com/sharefile)

### Person Submitting Form

Business Name \_\_\_\_\_

Your Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Primary Email \_\_\_\_\_

Tax Year \_\_\_\_\_ Date Worksheet Completed \_\_\_\_\_

Is this an update to a previously submitted worksheet?      Yes      No

## **Gross Revenue / Sales**

Gross Revenue / Sales (reported on 1099s\*) \_\_\_\_\_

Total Gross Revenue / Sales (including 1099s) \_\_\_\_\_

Returns, Refunds, Chargebacks \_\_\_\_\_

\* We will need all copies of 1099-NECs, 1099-MISCs and 1099-Ks as applicable.

## **Cost of Goods Sold**

Cost of goods sold is primarily reserved for those businesses that track inventory. If you have items held for resale or manufacturing, what is your cost of goods sold? How do you track inventory?

You might be eligible to treat inventory purchases as supplies and expense in the year purchases. More discussion might be required.

## **Revenue Earned in Multiple States**

Do you earn revenue in multiple states? Yes No

If Yes, do any states exceed \$500,000 in associated revenue? Yes No NA

If Yes, please list the state(s) and the revenue earned in each state-

Do you have employees or contractors in other states? Yes No

If Yes, please list the state(s) and the revenue earned in each state regardless of amount-

## Expenses

Advertising, Marketing	_____	Meals* at 100%	_____
Bad Debts ( <i>rare, let's chat</i> )	_____	Meals* at 50%	_____
Bank, Credit Card Fees	_____	Memberships	_____
Charitable Contributions	_____	Office Expense	_____
Client Gifts	_____	Postage, Shipping	_____
Commissions and Fees	_____	Rent ( <i>not home office</i> )**	_____
Conferences	_____	Repairs and Maintenance	_____
Continuing Education	_____	Small Equipment (<\$2,500)	_____
Contract Labor	_____	Supplies	_____
Dues, Subscriptions	_____	Taxes ( <i>sales tax, franchise</i> )	_____
Equipment Rental	_____	Telephone ( <i>no cell</i> )**	_____
Employee Benefit Programs	_____	Travel- Airfare	_____
Insurance ( <i>non-health</i> )***	_____	Travel- Lodging	_____
Interest ( <i>business loan</i> )	_____	Utilities ( <i>not home office</i> )**	_____
Internet, Webhosting**	_____	Wages (see Payroll below)	_____
Legal, Professional Services	_____	Other _____	_____
Licenses, Fees	_____	Other _____	_____
Machinery, Vehicle Lease	_____	Other _____	_____

\* Meals at 100% are office lunches and donuts/coffee. For 2021 and 2022, all meals were 100% but for 2023 and beyond, the rules are back to "old school." Meals at 50% are business meetings that happen over a meal or travel meals.

\*\* Rent, utilities, telephone and internet expenses associated with a home office are reported separately (see below).

\*\*\* Health insurance and health savings account (HSA) information are reported separately in another section.

Were any of these expenses paid personally? Please explain-

## Health Stuff

Please provide amounts paid in 2025.

Owner Health Insurance \_\_\_\_\_

Long Term Care Premiums \_\_\_\_\_

Owner HSA Contribution \_\_\_\_\_

Disability Insurance \_\_\_\_\_

Health insurance includes dental and vision, and you may cover the entire family. Maximum HSA contribution for 2025 is \$4,300 for single and \$8,550 for family, + \$1,000 catch up (if 55 or older).

Is there anything else that might be important to know about health stuff?

## Retirement Stuff

Maximum 401k deferral for 2025 is \$23,500 + \$7,500 catch up (if 50 or older). Maximum company contribution for 401k or SEP IRA is 25% of wages paid or 20% of net business income (profits) after accounting for half of self-employment tax for non-S Corps (or about 18.54% up to \$176,100 for the 2025 tax year).

Please provide expected amounts for 2025. **Leave these blank if you deferred 401k contributions through owner wages** (in other words, deferrals listed here are only for non-S Corp owners).

Owner Deferral 401k Pre-Tax \_\_\_\_\_

Owner Deferral 401k Roth \_\_\_\_\_

Owner Catch-Up 401k Pre-Tax \_\_\_\_\_

Owner Catch-Up 401k Roth \_\_\_\_\_

Company contributions are not due until the tax return due date including extensions. Have you already made your company discretionary contribution for 2025? If so, what is the amount? **Was it pre-tax or Roth?** Did you want us to compute the maximum allowed? Please explain-

## Purchases

Did you purchase any equipment, vehicles, etc. in the name of the business? If so, please explain-

## Payroll

If WCG processes your payroll, you can skip this part. Otherwise, if you processed your own payroll through Gusto, Intuit, ADP, etc., then we need the following-

- ▲ W-2s for all employees (and Owners who were paid a salary), plus the W-3.
- ▲ Payroll Details Report for the entire year showing all deductions, employer taxes, etc.

## Estimated Tax Payments - Business Specific Taxes

For 2025, have you made any payments so far this year for the business such as franchise taxes or pass-through entity tax payments (PTET)? If so, please detail the amounts, dates and who you paid. If you have payment receipts, please upload to your Sharefile folder ([wcginc.com/sharefile](http://wcginc.com/sharefile)).

## Estimated Tax Payments - Personal

For 2025, have you made any payments so far this year? If so, please detail the amounts, dates and who you paid (IRS, state, etc.). If you have payment receipts, please upload to your Sharefile folder. Keep in mind that these payments should be paid with personal funds.

## Mileage and Home Office (if applicable)

Vehicle expenses including mileage and business use of your home (home office) are only reported on the respective worksheets and not on this worksheet (yes, we are demanding). Use the following links-

[wcginc.com/21](http://wcginc.com/21) Excel Template (preferred, combines auto and home office)

[wcginc.com/625](http://wcginc.com/625) Robust Online Form (automobile expenses, mileage)

[wcginc.com/623](http://wcginc.com/623) Robust Online Form (home office)

For S Corp owners, these expenses are considered Accountable Plan reimbursements. Learn more here-

[wcginc.com/aplan](http://wcginc.com/aplan)

### Business Checking Account Balance

Jan 1 Cash Balance \_\_\_\_\_ Dec 31 Cash Balance \_\_\_\_\_

Do you have any loans in the business? If so, please explain and provide Dec 31 loan balances-

### Additional Stuff

Is there anything else that might be important to know?

**This form is intentionally simplified. It is likely we will have additional questions. Fun!**

# Disclosure

I verify that the information provided in this **Simplified Business Operations Worksheet** is accurate and complete. I understand it is my responsibility to include any and all information concerning income, tax deductions and other information necessary for the preparation of this business entity's tax returns.

Business Entity Name						
Entity Taxation	Sched C	Partnership	C Corp	S Corp	Tax Exempt	Unsure
Tax Matters Person Name				Title		
Email				Phone		
Signature				Date		

Please call or email us anytime with your questions and concerns. Thank you in advance, and we look forward to working with you!

## WCG CPAs & Advisors