



Business Reconstruction Information

BUSINESS INFORMATION <small>(applicable to all returns with Schedule C income/expense)</small>	
Taxpayer Name	Last Four of SSN
Business Name	
What kinds of products/services do you offer?	
Where do you conduct business?	Do you have set hours of operation?
How is payment amount determined? <small>(Charged per client service product, daily/weekly/monthly rate, paid by job, receives tips, etc.)</small>	
How much do you charge for your products/services? <small>(If amount varies by service or customer explain here)</small>	
How often do you provide products/services? <small>(If frequency varies by service or customer, explain here)</small>	
What method of payment do you receive? <small>(Cash, Check, Credit Cards, online, accepts multiple payment methods, other)</small>	
How do you get new customers?	
Was income steady year round or were there changes in operations? <small>(Seasonal business, increase or decrease in clients or services, business growth, etc.)</small>	
<small>Use this section for additional information and calculations used to arrive at final income amount. (Additional Worksheet Available)</small>	
What types of items do you need to operate your business? <small>(List specific types of tools, supplies, office materials, etc.)</small>	
How often do you need to replenish your supplies? <small>(List frequency of purchase for every item listed above.)</small>	
Do you travel for business? * <small>(*If yes, complete the Vehicle Use Worksheet)</small>	
Are there additional expenses associated with your business? <small>(Insurance, licensing, advertising, wages, utilities, etc.)</small>	
How much was spent on each additional expense? <small>(Indicate in answer if amount listed was annual, monthly, one time fee, etc.)</small>	
<small>Use this section for any additional information and calculations used to arrive at final expense amounts (Additional worksheets available)</small>	
<p>*Ensure all supporting documents including pages used for calculation of total amounts are attached</p> <p>I have provided the above information to <u>Advance Tax Service</u> for the preparation of my ____ individual tax return</p> <p>Taxpayer Signature _____ Date _____</p>	