

MUNOZ ACCOUNTING INC.

TRAVEL, BUSINESS, RENTAL, AND SELF-EMPLOYMENT BUSINESS

TAX YEAR _____

YOU MUST BRING THIS COMPLETED FORM TO YOUR APPOINTMENT

BUSINESS AUTOMOTIVE

DO NOT COMPLETE THIS SECTION IF YOUR AUTOMOBILE IS USED ONLY FOR COMMUTING TO AND FROM WORK AND FOR PERSONAL TRAVEL

	VEHICLE 1	VEHICLE 2
TOTAL MILES AUTO DRIVEN	_____	_____
BUSINESS MILES DRIVEN	_____	_____
AVG. DAILY ROUND TRIP	_____	_____
COMMUTING DISTANCE	_____	_____
GASOLINE, OIL, REPAIRS, INSURANCE, ETC	_____	_____
VEHICLE RENTAL	_____	_____
PARKING FEES, TOLLS, ETC.	_____	_____
AWAY FROM HOME EXPENSE	_____	_____
AIR PLANE, CAR RENTAL, LODGING, ETC.	_____	_____
MEALS & ENTERTAINMENT	_____	_____
OTHER	_____	_____
OTHER	_____	_____

GROSS INCOME _____
RETURNS/ALLOWANCES _____
COST OF INVENTORY AT BEGINNING OF YEAR _____
COST OF PURCHASES DURING THE YEAR _____
COST OF PERSONAL USE ITEMS _____
COST OF INVENTORY AT END OF YEAR _____
COST OF LABOR _____
ADV _____
BANK CHG. _____
COMMISSIONS _____
DUES & PUBL _____
FREIGHT _____
INSURANCE _____
INTEREST _____
LAUND/CLEANING _____
LEGAL/PROF _____
OFFICE EXP _____
RENTAL _____
REPAIRS _____
SUPPLIES _____
TAXES _____
TRAVEL _____
MEALS & ENT _____
UTIL & PHONE _____
WAGES _____
OTHER _____
OTHER _____
OTHER _____

RENTAL INCOME & EXPENSES

RENTAL PROPERTY ADDRESS

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____

	A	B	C	D	E	F	G
RENT RECEIVED							
ADVERTISING							
AUTO/TRAVEL							
CLEANING/MAINTENANCE							
INSURANCE							
LEGAL/PROFESSIONAL FEES							
INTEREST PAID							
REPAIRS							
SUPPLIES							
TAXES							
UTILITIES							
WAGES/SALARIES							
OTHER							
OTHER							

DID YOU OR A MEMBER OF YOUR FAMILY USE ANY OF THE PROPERTIES LISTED ABOVE FOR PERSONAL REASONS FOR MORE THAN 14 DAYS OR 10% OF THE TOTAL DAYS RENTED AT FAIR RENTAL VALUE DURING THE TAX YEAR? IF SO, LIST WHICH OF THE ABOVE PROPERTIES. _____

DID YOU ACTIVELY PARTICIPATE IN THE OPERATION OF EACH RENTAL PROPERTY LISTED ABOVE? _____

THE INFORMATION ON THIS QUESTIONNAIRE IS TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, CORRECT, AND COMPLETE. I UNDERSTAND THAT IF REQUESTED BY THE IRS, I WILL HAVE TO PRODUCE RECEIPTS TO BACK UP MY DEDUCTIONS.

CLIENT NAME

DATE

CLIENT SIGNATURE