

SELF-EMPLOYMENT TAX ORGANIZER

TAX YEAR 2023

PREPARE
PROSPER +

The Self-Employment Tax Organizer (SETO) is a tool to record your income and expenses from self-employment. The SETO collects the information needed to prepare Schedule C, which is used to report self-employment income and expenses on your tax return. Fill out each section of the SETO that is relevant to your business. Not all sections will apply to you.

BASIC INFORMATION

Your name _____

Business name
(If no separate name, leave blank.) _____

Business address
(If no separate address, leave blank.) _____

Business or profession
(What do you do?) _____

INCOME FROM SELF-EMPLOYMENT

Forms 1099-NEC
(Enter the total for all forms received.) \$ _____

Forms 1099-K
(Enter the total for all forms received.) \$ _____

Total cash, checks, and credit card payments paid to you.
(Include tips in this amount.) \$ _____

Other self-employment income, like grants/awards for the business.
(List the type of income. DO NOT include W-2s.) \$ _____

Total income from self-employment \$ _____

ESTIMATED TAX PAYMENTS

Did you make estimated payments to the IRS or Minnesota Department of Revenue in 2023 for tax year 2023? YES NO

If you made estimated payments, how much did you pay?

IRS April \$ _____ June \$ _____ Sept \$ _____ Jan \$ _____

Minnesota April \$ _____ June \$ _____ Sept \$ _____ Jan \$ _____

EXPENSES

Advertising	\$ _____	Rent or lease of equipment	\$ _____
Contract labor	\$ _____	Rent of workspace/property	\$ _____
Commissions & fees	\$ _____	Repairs & maintenance on equipment	\$ _____
Health insurance premiums	\$ _____	Other supplies	\$ _____
Business liability insurance	\$ _____	Business licenses	\$ _____
Interest – paid on a business loan or business credit card	\$ _____	Sales tax paid to the state	\$ _____
Legal & professional services	\$ _____	Business travel (airfare, hotel, etc.)	\$ _____
Office supplies (paper, toner, etc.)	\$ _____	Business meals with customers or while traveling	\$ _____
Postage & freight	\$ _____	Utilities (costs specifically for the business)	\$ _____

CELL PHONE AND INTERNET EXPENSES

If you used your cell phone for business:

1. What was the annual cost for your cell phone? \$ _____
2. What percentage of the time was your cell phone used for business? _____ %

Expense amount \$ _____

If you paid for internet for your business:

1. What was the annual cost for your internet? \$ _____
2. What percentage of the time was your internet used for business? _____ %

Expense amount \$ _____

OTHER EXPENSES

Professional education	\$		Parking & tolls	\$	
Safety equipment or specialized clothing (goggles, uniforms, etc.)	\$		Dues or publications for professional organizations	\$	
Other: _____	\$		Other: _____	\$	
Other: _____	\$		Other: _____	\$	

VEHICLE INFORMATION

What date was your vehicle first used for business? (month/day/year) _____

What is the make and model of your vehicle? (ex: Kia Sol or Ford F-150) _____

List your mileage in 2023.

Business miles: _____ Commuting miles: _____ Personal miles: _____

From one work site to another work site or from a W2 job to a work site.

From home to a work site or returning from a work site to home.

Not related to work.

Do you (or your spouse) have another vehicle available for personal use? YES NO

Was your vehicle available for personal use during off-duty hours? YES NO

Do you have evidence to support your deduction? YES NO

If yes, is the evidence in writing? YES NO
(e.g.: mileage log or app for tracking mileage)

Uber and Lyft Drivers: Do you have a mileage summary from your online account? YES NO

MAJOR PURCHASES

Item	Date of purchase (month/day/year)	Cost	Business use percentage
	/ /	\$	%
	/ /	\$	%

OFFICE IN THE HOME*Space must be used exclusively for the business.*

Area exclusively used for business or business storage	Square feet: _____
Total area of the house or apartment	Square feet: _____
Mortgage interest (homeowners)	\$ _____
Real estate taxes (homeowners)	\$ _____
Renter or homeowner insurance premiums	\$ _____
Rent	\$ _____
Repairs & maintenance	\$ _____
Utilities (e.g.: gas, electric, water, sewer, garbage)	\$ _____
Homeowners only:	
A) What was the purchase price of the home?	\$ _____
B) What was the value of the land?	\$ _____
C) What date was the home first used for business? (month/day/year)	_____ / _____ / _____

PRODUCTS SOLD BY DIRECT SELLER - COST OF GOODS SOLD

1. Value of inventory you held on 1/1/2023 (This is inventory rolled over from last year.)	\$ _____
2. Value of inventory you purchased during 2023	\$ _____
3. Did you use any of the inventory for personal use?	YES NO
3a. If yes, what was the value used for personal use?	\$ _____
4. Cost of labor paid to others (e.g.: assembly or painting of products)	\$ _____
5. Cost of materials and supplies (e.g.: packaging or decorations added to the original product)	\$ _____
6. Value of inventory you held on 12/31/2023	\$ _____