Parkers Prairie Tax Service
Tax Consultant

2026 Self-Employment Questionnaire

Business, side-job and contract income (Schedule C)

Required due diligence worksheet – tax year 2026 • One per business

Taxpayer name(s): _____ Date completed: _____

Why we ask. The IRS requires us to confirm that business income is **complete** and expenses are **real and reasonable** – especially when the return includes the Earned Income Credit or other family credits. **All business income is taxable**, including cash, checks, Venmo/PayPal/Zelle and bartering, whether or not you get a 1099.

YOUR BUSINESS

Business name: _____ EIN (if any): _____

What do you do or sell? _____

Business address: _____ Phone / website: _____

Year started: _____ Hours worked per week (about): _____

1	Does your type of work require a **license** (state, county or city)? If yes, do you have it? License type/number: _____	☐ Yes ☐ No ☐ Not sure
2	Did you sell taxable products or services, and if so, did you file **Minnesota sales tax** returns for 2026?	☐ Yes ☐ No ☐ N/A
3	Did you have **employees** or pay **helpers/contractors** in 2026? How many? _____	☐ Yes ☐ No ☐ Not sure

1 BUSINESS INCOME

How do you keep track of income? ☐ Invoices / receipt book ☐ Business bank account ☐ Accounting software ☐ Payment app reports ☐ Spreadsheet ☐ Other: _____

4	Did you receive any Forms **1099-NEC, 1099-MISC or 1099-K**? *Please bring every one.*	☐ Yes ☐ No ☐ Not sure
5	Were you paid in **cash, checks or payment apps** that are **not** on a 1099? About how much? $_____	☐ Yes ☐ No ☐ Not sure
6	Is **all** business income deposited into one account you can show us (bank statements)?	☐ Yes ☐ No ☐ Not sure
7	**Total business income for 2026:** $_____ How did you figure this amount? _____	

2 BUSINESS EXPENSES

How do you keep track of expenses? ☐ Saved receipts ☐ Business bank / credit card ☐ Accounting software ☐ Spreadsheet ☐ Other: _____

8	Did you buy **equipment, tools, vehicles or machinery** for the business in 2026? Please list item, date and cost (or attach the bill of sale).	☐ Yes ☐ No ☐ Not sure
9	Do you use part of your home **regularly and only** for business? Square feet: office _____ whole home _____	☐ Yes ☐ No ☐ Not sure
10	Did you pay anyone $2,000 or more (new 2026 limit) and issue them a **1099-NEC**, or pay employees with W-2s?	☐ Yes ☐ No ☐ N/A
11	Did you pay your own **health insurance** premiums (including Medicare), or put money in a **retirement plan** (SEP, SIMPLE, Solo 401(k))?	☐ Yes ☐ No ☐ Not sure
12	Did you make **estimated tax payments** for 2026? Please list dates and amounts.	☐ Yes ☐ No ☐ Not sure
13	If you have **no** business expenses, please explain why: _____	

3 VEHICLE USE *Complete one set per vehicle used for business*

Vehicle (year/make): _____ Date first used for business: _____ Odometer 1/1/2026: _____ Odometer 12/31/2026: _____

Business miles Jan.–June: _____ Business miles July–Dec.: _____ Commuting miles: _____ Car-loan interest paid: $ _____

Do you keep a written or app mileage log? ☐ Yes ☐ No **Do you have another vehicle for personal use?** ☐ Yes ☐ No

Vehicle records – what the IRS requires. Please initial each point to show we discussed it.

____ Keep a log **as you go** (paper calendar or phone app) with the date, where you went, business purpose and miles. A log rebuilt later often doesn't hold up.

____ Record your odometer on **January 1 and December 31**. Service or inspection receipts showing mileage are good backup.

____ Driving from home to your regular place of work is **commuting** and is not deductible.

____ The standard mileage rate (**72.5¢ Jan.–June, 76¢ July–Dec. 2026**) already covers gas, repairs, insurance, tires and depreciation. You may add only parking, tolls, and the business share of car-loan interest and the value-based part of your registration tax.

____ To use the standard mileage rate, it must be chosen the **first year** the vehicle is used for business.

4 DOCUMENTS YOU ARE PROVIDING *Check all that apply*

- ☐ All 1099-NEC, 1099-MISC and 1099-K forms
- ☐ Income summary (invoices, sales report or bank deposits)
- ☐ Business bank and credit card statements
- ☐ Profit & loss report (if you use software)
- ☐ Expense receipts or summary by category
- ☐ Mileage log and odometer readings
- ☐ Bills of sale for equipment or vehicles bought or sold
- ☐ 1099s/W-2s you issued; estimated tax payment records

Your signature. I/we have reported all business income, including cash and payment-app income, and the expenses claimed are real business expenses I/we can support with records. The answers above are true and complete to the best of my/our knowledge.

Taxpayer signature Date

Spouse signature (if married filing jointly) Date

PREPARER USE ONLY

Gross receipts reconciled to 1099s and bank deposits; income reasonable for the type of business, hours worked and household living costs.	☐ Yes ☐ No ☐ N/A
Expenses reasonable for the business and supported (or reconstructed from reliable records); no expenses claimed without explanation.	☐ Yes ☐ No ☐ N/A
EIC on return: Schedule C reviewed for over- or under-reported income used to reach the credit; Form 8867 Schedule C questions answered.	☐ Yes ☐ No ☐ N/A
Activity has a profit motive (hobby rules, § 183); workers properly classified as employees vs. contractors.	☐ Yes ☐ No ☐ N/A
Planning reviewed: § 179/bonus, de minimis safe harbor, home office, SE health insurance, retirement plan, QBI, estimates, MN sales tax/Paid Leave.	☐ Yes ☐ No ☐ N/A

Preparer notes / questions asked & client answers:

Preparer signature Date

Reviewer initials (if applicable) Date

2026 SELF-EMPLOYMENT QUICK REFERENCE

Standard mileage rate 2026	Business 72.5¢ (Jan. 1–June 30) / 76¢ (July 1–Dec. 31) • Medical 20.5¢ / 23.5¢ • Charity 14¢
1099-NEC / 1099-MISC filing threshold	$2,000 for payments made in 2026 (was $600); due Feb. 1, 2027
1099-K threshold	$20,000 and 200 transactions
§ 179 / bonus depreciation	$2,560,000 § 179 limit; 100% bonus (permanent, property acquired after 1/19/2025); MN adds back 80% of bonus
Self-employment tax	15.3% on net SE earnings up to the 2026 Social Security wage base ($184,500), 2.9% above
Retirement plans 2026	SEP up to $72,000 • Solo 401(k) deferral $24,500 (+$8,000 age 50+, +$11,250 ages 60–63) • SIMPLE $17,000
QBI deduction	Permanent; new $400 minimum deduction for at least $1,000 of active QBI (2026)