



NEW CENTURY

ASSOCIATES, INC.

MORE THAN JUST NUMBERS...

Accounting

Business Services

Payroll

Taxes

TAX PLANNER **FOR** **Sole Proprietors**

(Schedule C Filers)

Our offices are conveniently located in Eldersburg and Mount Airy, MD

Full staff of highly qualified Career Tax Professionals

Full service financial planning to include set up and management of your account
or other retirement accounts

Offer free e-filing of Federal and State returns

Let us review your prior year's return for free. We may be able to save you some money

Complete Bookkeeping and Accounting Services

**603 Old Liberty Road, Suite 2,
Eldersburg, MD 21784
Phone: 410-549-8950
Fax: 410-549-8952**

**2702 Back Acre Circle, Suite 220 ,
Mt. Airy, MD 21771
Phone: 301-829-7720
Fax: 301-829-9992**



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Thank you for your interest in New Century Associates, Inc. Please take a moment to fill out the following information so we can contact you for an appointment or a phone consultation.

Name:	
Address:	
City, State, & Zip:	
Phone:	
Cell Phone:	
Email Address:	

**** Ask My Tax Professional ****
(List Discussion Points Below)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Call us to arrange a meeting to review your personal/business tax situation?

Company Information

Company Name:

Address:

City, State, Zip

Phone:

EFIN #

Type of Business:

Income/Receipts		Inventory/Purchases	
Gross Receipts or Sales		Beginning Inventory	
Returns and Allowances		Purchases	
Discounts		Purchase Discounts	
Other Income		Returns	
		Shrinkage	
		Other:	
		Ending Inventory	
Total:			

Expenses	
Accounting Fees	
Advertising	
Bank Charges	
Business Cards	
Business Entertainment	
Business Meals	
Clerical	
Commissions and Fees	
Contract Labor	
Dues	
Education	
Employee Benefit Programs	
Interest	
Finance Charges	
Gifts	
Insurance-Auto	
Insurance-Health	
Insurance-Business	
Mortgage	
Legal and Professional	
Office Expense	
Payroll Fees	
Payroll Taxes	
Pension & Profit Sharing Plans	
Photocopying	
Postage	
Printing	
Totals:	

Expenses		
Rent (office/equipment)		
Rent-other vehicles, equipment, etc		
Repairs and Maintenance		
Supplies		
Taxes and Licenses		
Trash Removal		
Travel, Meals & Entertainment		
Tools		
Wages		
Other _____		
Other _____		
Communications Expenses		
Cable (Business only)		
Cell Phone		
Fax/Modem/DSL/Cable internet		
Internet/Web Page		
Long Distance		
Telephone (2nd line)		
Equipment & Software Expenses		
	Cost	Date Purchased
Computer		
Fax /scanner		
File Cabinets		
GPS		
Office Furniture		
Printer/Copier		
Software		
Other		
Totals:		

OFFICE IN HOME WORKSHEET

Name: _____

Tax Year: _____

Office in Home Worksheet for the Self-Employed		
	Amount	Remarks
Used exclusively for business *	Yes _____ No _____	
Total living area in home (square feet)		
Area used for business (square feet)		
1st mortgage interest		
2nd mortgage interest		
Equity line of interest		
Other home interest		
Real estate taxes		
Home owner's or renter's insurance		
General repairs (plumber, electrician, etc)		
Repairs to office area		
Cleaning/Maintenance		
Yard work/snow removal		
Condo fees/Homeowner's dues		
Utilities (gas, oil, electric, water)		
Trash collection fees		
Other expenses		
Purchase price of home		
Value of land at time of purchase		
Date of purchase		
Improvements (additions, renovations)		
Date placed in service for business use		
Other _____		

* If not used exclusively for business, you can NOT claim this deduction
 ** Please provide copy of settlement sheets for purchase and any refinancing

VEHICLE AND TRAVEL EXPENSES

Name: _____

Tax Year: _____

Vehicle Expenses	
Description of Auto	
Date Purchased	
Purchase Price (incl Tax)	
Date placed in Bus Use	
Odometer-beginning of year	
Odometer-end of year	
Total miles this year	
Business Miles	
Commuting Miles	
Daily avg R/T commute	
Personal miles	
Is car leased?	Yes ___ No ___
Is car owned?	Yes ___ No ___
Depreciated in prior years?	Yes ___ No ___
Gas/Oil/Lube	
Repairs and Maintenance	
Tires	
Towing	
Insurance	
Auto license/tags	
Personal Property Tax	
Lease Payments	

Vehicle Expenses (cont)	
Auto club	
Interest (auto loan)	
Warranty	
Inspection	
Parking/Tolls	
Car Washes	
Other _____	
Total:	
Travel Expenses	
Air/Train fare	
Car rentals/Gas/Insurance	
Taxis, bus, shuttles	
Lodging	
Meals (while on travel)	
Entertainment (on travel)	
Tips	
Telephone/Faxes	
Dry cleaning (out of town)	
# days on travel	
Tolls/Parking	
Other _____	
Total:	