

Questionnaire and request for supporting documentation: Self-employed

Please do all of the following:

- Assemble all the **documents** requested.
- Complete all the **questions** below about amounts you claimed on federal Schedule C, *Profit or loss from business*, for the tax year in question.
- Use the address on Form DTF-973.52 to mail the **documents** and this **questionnaire** to us, or fax your reply to (999) 999-9999.

1. Identifying information

Name: _____ Social security number: _____

Business address: _____ Employer identification number: _____

Telephone numbers

Home: _____ Business: _____ Cell: _____

Business website (if any): _____

2. Please provide a **description of your business** (type of work, products sold, services provided, hours of operation).

3. Have you received any **1099 MISC Forms** for income you earned?

No Yes If **Yes**, send us a copy of all your 1099 MISC Forms.

4. If your occupation requires you to have a **license**, send us a copy of that license.

5. Indicate if you use any of the following methods of **advertisement**. Send us copies of your advertisements with paid receipts (if any).

Newspaper Flyers Internet / website

Other _____

6. Under New York's Tax Law, you must keep **adequate business records**. Do the following:

- indicate which of the following type of records you keep to verify your business income and expenses
- send us copies of all the records that you keep

Accounting records Computer records Business bank accounts
 Paid invoices/receipts Insurance Car/truck expense
 Rental expenses Log books Suppliers (name and address)
 Ledgers Other _____

7. Did you file any New York State **sales tax returns** for the tax year at issue? If so, send a copy to us.

Remember: Intentionally submitting false information is a crime.