



HETLETVED

CPA

2025

Name: _____

620 Main Avenue • PO Box 1106
Washburn, ND 58577-1106
1-888-602-3020
www.hetcpa.com

Did you make any payments in 2025 that would require you
to file form(s) 1099? Yes ___ No ___

If "Yes," did you or will you fill all required Forms 1099? Yes ___ No ___

| List | Amount | Income | List | Amount |
|-------|--------|--------|---------------|--------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| | | | Total Income: | _____ |

Expenses

| | | | |
|-----------------------------------|-------------|--|-------|
| Advertising | _____ | Repairs & Maintenance | _____ |
| Car & Pickup Expense | _____ | Supplies | _____ |
| _____ miles @ 70¢ | _____ | Taxes & Licenses | _____ |
| Commissions & Fees | _____ | Travel (Do not include meals) | _____ |
| Contract Labor | _____ | Meals | _____ |
| Employee Benefits | _____ | Per Diem: (Away over night) | _____ |
| Insurance (Other than Health) | _____ | _____ days @ ___/day Standard \$68/day | _____ |
| Workers Comp (WSI) | _____ | Transportation Industry \$80/day | _____ |
| Interest - Mortgage (pd to banks) | _____ | Utilities & Telephone | _____ |
| Interest - Other | _____ | Wages | _____ |
| Legal & Professional Services | _____ | Payroll Taxes | _____ |
| Office Supplies & Postage | _____ | Small Tools & Equipment | _____ |
| Pension & Profit Sharing Plans | _____ | (Capital Purchases less than \$2,500) | _____ |
| Rent - Machinery & Equipment * | _____ | Credit Card Fees | _____ |
| Rent - Other Business Property * | _____ | Dues & Subscriptions | _____ |
| Home Office Square Footage | _____ SQ FT | Fuel | _____ |
| Beginning Inventory | _____ | _____ | _____ |
| Inventory Purchased This year | _____ | Health Insurance Premiums | _____ |
| Inventory At Year End | _____ | | |

* IF YOU PAID AN INDIVIDUAL RENT, INTEREST, OR LABOR
(NOT WAGES) OF \$600 OR MORE - FORM 1099 MUST BE ISSUED

Capital Purchases (Please Include a Copy of the Invoice)

| New or Used | Date Purchased | Asset Description | Trade | Amount Paid or Boot |
|-------------|----------------|-------------------|-----------------|---------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| | | Capital Sales | | |
| | Date Sold | | Amount Received | |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |