

**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

<input type="checkbox"/> Accounting records	<input type="checkbox"/> Computer records	<input type="checkbox"/> Business bank accounts
<input type="checkbox"/> Paid invoices/receipts	<input type="checkbox"/> Insurance	<input type="checkbox"/> Car/truck expense
<input type="checkbox"/> Rental expenses	<input type="checkbox"/> Log books	<input type="checkbox"/> Suppliers (name and address)
<input type="checkbox"/> Ledgers	<input type="checkbox"/> 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.