

Name of Business _____ **Ein#** _____

Worksheet for Businesses--Income and Expenses--for the Tax Year _____

Gross Income/Sales for the year _____

(Also bring in bank statements-if a once a year client copy of sales tax returns if this pertains to your business.)

If inventory applies-

Total of Inventory purchases at cost _____

Ending Inventory-as of December 31, 20xx. Cost Value _____

Expenses:

If this is the first year of starting the business I will need to know how much \$\$ was invested into the business venture either directly from the owners or from borrowed monies, and what it was initially spent on ie.(new equip/renovations/legal fees, etc.)

Rent _____

Rental Equipment _____

Operating Supplies _____

Advertising _____

Wages-Bring in W3 report/Year end 940 Report

Outside Contractors-1096 report

Utilities _____

Repair/Maintenance _____

Actual Vehicle Expense _____

Fuel, Rep./Maint., Ins, Taxes

Also total Business Miles Driven _____

Asset Purchases-Equipment bought to help you produce income, office furniture/machinery, and computers.-attach a list with cost and date purchased.

Interest on (Business Loans and CC used in Business) _____

If you use a credit card bring in credit card statements that reflect business purchases.

Legal & Professional _____

Business taxes & fees _____

Licenses & Professional Dues _____

Continuing Education _____

Travel _____

Meals and Entertainment _____

Any other expenses not listed attach a list.

