

Use this sheet OR your computerized accounting profit and loss report and balance sheet

Tax Year: _____

SECTION A - BUSINESS

Business Name: _____ Federal ID #(if any): _____

Business Address: _____

Amount:

Income: _____

Costs of Goods Sold:(COGS) _____

COGS is the cost of the product made or resold. For example- a carpenter would have materials.

Inventory cost- Beginning of year _____

Inventory cost- End of year _____

Assets: Purchases (MAJOR) of FURNITURE, EQUIPMENT over \$3,000

#1- _____

#2- _____

#3- _____

#4- _____

Assets: Sold, Traded or Disposed of this tax year

#1- _____

#2- _____

#3- _____

#4- _____

Expenses Amount:

Advertising _____

Employee Benefits: health insurance _____

Pension plan match for employees _____

Subcontract Labor _____

***If you paid subcontractors, did you issue 1099s? Yes or NO

Health Insurance _____

Insurance - not Auto (liability, workers comp) _____

Interest Expense(business loans or credit cards) _____

Legal fees _____

Accounting _____

Office Supplies (paper, software, pens) _____

Equipment Rental _____

Rental of property _____

Repairs & Maintenance _____

Supplies (not office) cleaning or other misc. items	_____
Payroll Taxes	_____
Business Real Estate Taxes	_____
Licenses, Permits and Fees	_____
Travel (plane, taxi, subway, rental car, hotel)	_____
Meals	_____
Business Utilities- propane, electric, NOT Telephone	_____
GROSS Wages- Employee(Attach FORM W-3)	_____
Postage(can be in office supplies if not large amount)	_____
Professional Dev. (courses for professional education)	_____
Parking and Tolls	_____
Dues and Subscriptions (magazines, memberships, etc)	_____
Bank Fees	_____
Telephone and Cell Phone	_____
Business Gifts (items purchased for customers)	_____
Uniforms and Cost to launder	_____
Waste Removal	_____
Internet	_____
Other: List out i.e. Small Tools, Fuel for equipment	_____
_____	_____
_____	_____
_____	_____
Total Expenses	=====

Supplemental Business Expense Information - Please fill only if needed

SECTION B - OFFICE IN HOME

SECTION C - BUSINESS AUTO

ONLY if used in previous years taxes	Amount:		Amount:
Total footage:	_____	Gas	_____
Footage used for business:	_____	Insurance	_____
Mortgage Interest	_____	Repairs	_____
Real Estate Taxes	_____	Inspection	_____
Home Owners/Renters Insurance	_____	Registration	_____
Repairs & Maintenance	_____	Washes	_____
Utilities	_____	Auto Loan(Interest only)	_____
Water & Sewer	_____	Mileage:	
Rent	_____	Business use percentage	_____ %
		Total Miles driven	_____
		Business Miles driven	_____