

BUSINESS INCOME AND EXPENSES

INCOME

What is your total income for the year? Please add all of your income for the year, based on your records, including total bank deposits _____ (please include all sales taxes collected).

Please provide a copy of your annual Profit & Loss (P&L) Statement if available. Provide all copies of 1099-MISC forms.

COST OF GOODS SOLD

Cost of goods in inventory as of January 1st of the year _____

Total purchases for the year _____

Cost of goods left in inventory as of December 31st of the year _____

Other expenses related to goods sold: _____

EXPENSES- Please add all of your expenses for the year in the following categories:

Accounting/Bookkeeping _____

Advertising/Promotion (website, business cards, flyers, etc.) _____

Bank Charges/Merchant Account fees/Credit Card processing fees _____

Business Insurance _____

Car and truck expenses – actual operating expenses or the “cents per business mile” method. (See separate worksheet)

Cell phone service total for the year _____ Cost of phone and accessories _____

Cleaning and janitorial _____

Commissions/Contract Labor/Outside Services (If you pay more than **\$600** in a calendar **year** you must issue a 1099-MISC to each person/company paid by Jan 31st and to the IRS by Feb 28th)

Computer, laptop, iPad expenses, including software, anti-virus programs, etc. _____

Conventions/Trade Shows _____

Delivery/Freight _____

Dry Cleaning/Laundry _____

Dues/fees/memberships _____

Equipment Rental _____

Education/Seminars _____

I verify that I have accurate books, records and documentation to support the income and expenses listed.

Signed: _____ Date: _____

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Franchise Fees _____

Gifts (you can only claim \$25 per person per year, unless item is also advertising) _____

Interest paid for business loans/credit cards _____

Internet _____

Legal and professional fees _____

Licenses/Permits _____

Meals and entertainment _____

Moving _____

Office equipment _____ Office furniture _____ Office supplies, postage _____

Office in home – based on the square footage of your home that is used regularly and exclusively for business. (See separate worksheet)

Office Rent _____

Payroll Taxes _____

Payroll Processing Fees _____

Printing _____

Publications, journals, books, magazines _____

Sales Taxes Paid _____

Security _____

Storage _____

Supplies _____

Telephone (land line, fax line, etc) _____

Tools and Equipment purchased this year _____

Tools and Equipment purchased in prior years and never claimed (make an inventory list with detail description approx. date purchased and cost) – see worksheet

Travel out of town: Airfare/Transportation _____ Lodging _____ Rental Car/Taxi/Super shuttle _____

Uniforms, shoes, safety gear _____

Utilities (*PLEASE do NOT include home utilities for your home office*):

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Signed: _____ Date: _____

