

BUSINESS INCOME & EXPENSE WORKSHEET**TAX YEAR 20__**

NAME _____ Federal Tax ID# _____

NAME OF BUSINESS _____

ADDRESS OF BUSINESS _____

PRODUCT SOLD OR SERVICE PERFORMED _____

BUSINESS INCOME

GROSS SALES/ RECEIPTS (Cash/ Checks/CreditCards)	\$
TOTAL 1099-NEC (Amounts not included in above)	\$
SALES TAX COLLECTED (If not included in above)	\$
RETURNS/ REFUNDS (Amounts refunded to your clients)	\$
OTHER INCOME (Directly related to your business)	\$

BUSINESS EXPENSES

ADVERTISING (Ads, Business Cards, etc.)	\$	TRAVEL/ Lodging	\$
CONTRACT LABOR (1099's issued)	\$	TRAVEL/ Meals & Tips	\$
SPOT LABOR (No 1099's issued)	\$	TRAVEL/ Plane Fares	\$
EMPLOYEE BENEFITS	\$	TRAVEL/ Auto rental, taxi , etc.	\$
INSURANCE (worker's comp, business liab.)	\$	TRAVEL/ Parking & Tolls	\$
INTEREST/ Mortgage (business building)	\$	TRAVEL/ Misc.	\$
INTEREST/ Business Operating Loans	\$	BUSINESS MEALS	\$
INTEREST/ Business Credit Cards	\$	UTILITIES/ Electric	\$
INTEREST/ Business Vehicles	\$	/ Natural Gas & Propane	\$
LEGAL/ PROFESSIONAL/ ACCOUNTING	\$	/ Trash, Water , Sewer	\$
OFFICE SUPPLIES	\$	/ Business Telephone Line	\$
RENT/ Equipment	\$	WAGES PAID OUT(W-2'S issued)	\$
RENT/ Office, Retail & Storage Space	\$	OTHER/ Cell Phone	\$
REPAIRS & MAINTENANCE	\$	/ Work Clothes & Shoes	\$
SUPPLIES	\$	/ Small Tools	\$
TAXES/Real Estate (Business Bldg & Land)	\$	/ Postage, Freight, Shipping	\$
TAXES/ Sales (if included in gross sales)	\$	/ Fuel for Equipment	\$
TAXES/Payroll/yourshareSocSec/Medicare	\$	/ Printing & Copying	\$
LICENSES/ FEES/ PERMITS	\$	/ Laundry & Cleaning	\$
MISC/	\$	/ Dues & Publications	\$
MISC/	\$	/ Education	\$
MISC/	\$	MISC/	\$
MISC/	\$	MISC/	\$

Attestation: To the best of my knowledge, the figures listed are true and accurate and may be relied upon by a tax preparer to complete any needed business schedules on my Federal Tax Return.

Signature: _____ Date: _____

BUSINESS EXPENSES (cost of goods sold)

INVENTORY AT BEGINNING OF YEAR	\$
PURCHASE OF PRODUCT & SUPPLIES FOR RESALE	\$
PERSONAL USE (cost of items used by you or your family)	\$
COST OF LABOR TO PRODUCE GOODS	\$
PURCHASE OF MATERIAL FOR JOBS (construction)	\$
OTHER COSTS	\$
INVENTORY AT END OF YEAR	\$

CAR and TRUCK EXPENSES

	Vehicle 1	Vehicle 2
Year & Make of Vehicle		
Date Purchased (month, day, year)		
TOTAL BUSINESS Miles Driven		
TOTAL Miles Driven		
Parking & Tolls	\$	\$
License Plates	\$	\$
Vehicle Interest	\$	\$
<i>Continue below if you take actual expense</i>		
Gas, Oil, Lube	\$	\$
Tires, batteries, repairs	\$	\$
Wash, supplies, misc.	\$	\$
Insurance	\$	\$
Lease Costs	\$	\$

OFFICE in HOME

Sq. Footage of Office/Storage Area		Home Insurance	\$
Sq. Footage of Total Home		Repairs/Maintenance	\$
Value of Home (if owned)	\$	Utilities/ Trash	\$
Mortgage Interest	\$	Rent Paid (if you rent)	\$
Real Estate Taxes	\$		

EQUIPMENT PURCHASED/ SOLD

Item Purchased	Date of Purchase	Amount Paid	Item Sold	Date of Sale	Sale Amount
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$