

Business Worksheet

Name: _____

Income:

	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Income	\$ _____

Cost of Goods Sold:

	Beginning Inventory	\$ _____
Plus:	Purchases	\$ _____
Less:	Personal Use Items	\$ _____
Less:	Ending Inventory	\$ _____
	Cost of Goods Sold	\$ _____

Expenses:

Advertising		Legal & Professional	
Bank Charges		Office Expense	
Employee Benefits		Payroll Tax	
Client Gifts		Real Estate Taxes (Business)	
Computer/Internet		Rent	
Continuing Education		Repairs	
Custom Hire		Supplies	
Dues & Fees		SUTA	
FUTA		Telephone	(_____ % Business)
Gas, Fuel, Oil		Travel	
Insurance		Meals	
Insurance (Health)		Utilities - Electricity	(_____ % Business)
Interest (Mortgage)		Vehicle Expense (see back)	
Interest (Other)		Wages (W-2)	
Licenses & Permits			

Question MUST be answered >> Do you have "evidence" to support your mileage? Yes No
and this if applicable >> If yes, is the "evidence" written? Yes No

"Evidence" includes mileage logs, appointment records, calendars, etc. plus IRS could ask for odometer readings from oil changes, repair invoices, purchase and sale documents.

Business use of the home:

Total Sq Ft of Home:	
Business Sq Ft of Home:	
Home Mortgage Interest:	\$ _____
Property taxes:	\$ _____
Insurance:	\$ _____
Rent:	\$ _____
Repairs & Maintenance:	\$ _____
Utilities (Cable, Gas, Electricity, Water, Sewer, Garbage)	\$ _____

Required Information:

- 1) Do you have a separate EIN for this business? Y N
If yes, what is your EIN? _____
- 2) What is your Business Name? _____
- 3) Did you send all required forms 1099? Y N

Business Worksheet

Assets Sold	Asset # (from depr sched)	Date Sold	Sale Price	Date Bought	Cost

Record of Fixed Assets Purchased This Year					
Asset Purchased	Cost	Date Bought	Item traded in	Date/Year traded item purchased	Amount pd to boot

Odometer Reading of Vehicles Used in Business			
Description of Vehicle	Business Miles Percentage	1-Jan	31-Dec
1)			
2)			
3)			

Business Vehicle Expense						
	Vehicle 1	BU %	Vehicle 2	BU %	Vehicle 3	BU %
Interest						
Insurance						
License Plates						
Fuel						
Repairs/Maintenance						
Total cost						