



**YOUR COMPANY NAME:** \_\_\_\_\_

**TAX YEAR ENDING:** \_\_\_\_\_

**Business Worksheet**

**INCOME**

	TOTALS	NOTES
<b>Income</b>	\$ -	
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
Discounts/Adjustments (enter as a negative #)		
<b>TOTAL INCOME</b>	<b>\$ -</b>	

**EXPENSES**

<b>Auto</b>		
Yr/Make/Model:		
Asset: Purchase Price & Date		
Mileage: Business Portion		
Beg Yr Reading		
End Yr Reading		
Insurance		
Gas		
Parking		
Maintenance & Repairs		
Safety & Registration		
Other		
<b>Assets (Equipment, Machines, Tools, etc)</b>	<b>\$ -</b>	
Asset 1:		
Asset 2:		
Asset 3:		
Asset 4:		
Asset 5:		
<b>Cost of Goods Sold</b>	<b>\$ -</b>	
Beg Yr Inventory		
New Purchases		
Personal Use		

<b>End Yr Inventory</b>		
<b>Fees</b>		
Bank Charges/ATM		
Merchant		
Other		
<b>Insurance</b>		
Commercial		
General Liability		
Work Comp		
TDI		
Other:		
<b>Location Expense</b>		
<b>Store/Shop/Office (non-Home Office)</b>		
Rent or Mortgage (circle/indicate which)		
Electric		
Phone		
Other		
<b>Home Office</b>		
Rent /Mortgage		
Electric		
Phone		
Other		
Sqft of Entire Home		
Sqft of Business Space (incl.d.storage)		
<b>Meal &amp; Entertainment</b>		
Owners Only or with Client (subject to 50%)		
Meals for Staff mtgs/parties (100% deduction)		
Meals While traveling		
<b>Payroll / Labor Expense</b>		
Payroll Wages (owners)		
Payroll Wages (employee)		
Payroll Tax Paid		
Subcontractors (1099-Misc issued)		
Subcontractors (no 1099-Misc issued)		
<b>Taxes</b>		
General Excise Paid		
Other (Hwy, Alcohol, Foreign, etc)		
<b>Travel</b>		
Airfare		
Car Rental		
<b>Other</b>		
Accounting Fee:		
Advertising:		
Cellular Phone		
Equipment Rental:		
Legal Services		
License & Taxes		

