

Business Income and Expenses

Business Name: _____

Employer ID Number: _____

Business Address: _____

Business Activity: _____

Gross Receipts or Sales: _____ Returns & Refunds _____

Do you accept Credit Cards? If so you MUST provide Form 1099-K

Beginning Inventory as of December 31st of
Last year: _____ (At Cost)

Ending Inventory as of December 31st of
This year: _____ (At Cost)

Purchases for Sale: _____

Business Mileage: _____

Advertising: _____

Bad Debts: _____

Bank Charges: _____

Car & Truck Expenses: _____

Commissions: _____

Contract Labor*: _____

Dues & Publications: _____

Education & Seminars: _____

Employee Benefits: _____

Insurance: _____

Interest Expense (Banks, etc): _____

Other Interest*: _____

Legal & Professional Fees: _____

Office Expenses: _____

Pension Plans: _____

Postage & Freight: _____

Rent*: _____

Repairs & Maintenance: _____

Supplies: _____

Taxes -(Property): _____

-(Sales Tax included in Gross Sales): _____

-(Unemployment:) _____

Telephone: _____

Travel: _____

Meals & Entertainment: _____

Utilities: _____

Gross Wages: _____

Other: _____

Equipment Purchased

| <u>Description</u> | <u>Date Acquired</u> | <u>Cost or Basis</u> |
|--------------------|----------------------|----------------------|
| _____ | ___/___/___ | _____ |
| _____ | ___/___/___ | _____ |
| _____ | ___/___/___ | _____ |
| _____ | ___/___/___ | _____ |

IRS Regulations require that you sign & date this worksheet when provided to a Tax Preparer.

Information provided by: _____ Date: _____

* NOTE: All rent and subcontractor amounts paid to individuals over \$600.00 require a Form 1099.

All Interest amounts paid to individuals over \$10.00 require a Form 1099.

If you need 1099 or W-2 forms prepared, please notify us before January 20th. The forms need to be complete by January 31st.