

Business Income & Expense Worksheet

General Information

1 Business Name. _____
 2 Business Street Address _____
 City _____ State _____ Zip _____
 3 Principal Business Profession..... _____ 4 Tax ID No. _____
 5 Type of Entity* (Circle One): Sole Proprietorship S Corp C Corp Partnership LLC
 LLC w/ S Corp Taxation Election

Income	Type	Amount
5 Gross Receipts or Sales:.....	_____	_____
	_____	_____
	_____	_____
6 Other Income (interest etc.).....	_____	_____
	_____	_____
	_____	_____

Cost of Goods Sold (if Applicable)

7 Purchases (for resale, etc.)..... _____
 8 Direct Materials..... _____

General Expenses

NOTE: If any expense is both business and personal; you must provide amounts or % allocation.

9 Accounting..... _____
 10 Advertising..... _____
 11 Bank Charges/Fees..... _____
 12 Cleaning..... _____
 13 Commissions..... _____
 14 Computer Services & Accessories..... _____
 15 Contract Labor/Outside Services..... _____
 16 Credit & Collection Costs..... _____
 17 Delivery & Freight..... _____
 18 Dues & Subscriptions..... _____
 19 Gifts..... _____
 20 Health Savings Account Contributions..... _____
 21 Insurance
 a Health Insurance..... _____
 b Liability Insurance..... _____
 c Life Insurance..... _____
 d Property Insurance..... _____
 22 Interest
 a Finance Charges..... _____
 b Loan Interest..... _____
 c Other Interest..... _____
 23 Internet Service..... _____
 24 Laundry..... _____
 25 Legal & Professional Fees..... _____
 26 Licenses..... _____
 27 Meals & Entertainment..... _____
 28 Miscellaneous..... _____
 29 Office Supplies..... _____

Business Income & Expense Worksheet (con't)

General Expenses	
30	Parking Fees & Tolls.....
31	Permits & Fees.....
32	Postage.....
33	Printing & Reproduction.....
34	Repairs & Maintenance.....
35	Rents
a	Equipment Rental.....
b	Property/Building Rental.....
36	Salaries & Wages (provide W-3 Form)
a	Gross Wages.....
b	Social Security & Medicare Taxes.....
c	Federal Unemployment Tax.....
d	State Unemployment Tax.....
37	Security Fees.....
38	Supplies.....
39	Taxes (other)
a	State Sales/Franchise Tax.....
b	Property Taxes.....
c	Other Miscellaneous Taxes.....
40	Telephone.....
41	Tools.....
42	Training/Continuing Education.....
43	Travel (airline, parking, hotels, tolls, rental car).....
44	Uniforms.....
45	Utilities.....
46	Other Expenses.....
47	Vehicle description..... Date placed in service.....
a	Mileage reading beginning of year _____ Mileage reading at end of year _____
b	Business miles (mileage log required – do not include personal miles).....

Depreciable Assets	Type	Amount
48 Fixed Asset Purchases.....		

***If you have a new business entity such as a corporation, partnership, or multi-member LLC, or you are a new client, please have the following documents and information available at your appointment:**

- ✓ Articles of Incorporation/Articles of Organization
- ✓ Shareholder(s)/partner(s) name(s) and social security number(s) with percentage of ownership
- ✓ Verification of Subchapter S Corporation status, if applicable