



BUSINESS INCOME AND EXPENSE WORKSHEET

Business Name

Income	Amount	Cost of Goods Sold	Amount
Gross Receipts or Sales		Beginning Inventory	
Returns and Allowances		End of Year Inventory	
Income Reported on 1099's		Purchases	
Commissions		Inventory Withdrawn for Personal Use	
Other Income -		Cost of Labor	
Other Income -		Materials/Supplies	
Total Income			

Expenses	Amount		Amount
Accounting		Postage	
Advertising		Rent or Lease - Vehicles, Machinery, Etc.	
Bank Fees		Repairs	
Automobile Expenses		Supplies	
Contract Labor		Taxes - Real Estate/Payroll	
Dues and Subscriptions		Telephone	
Employee Benefit Programs (pension, etc.)		Tools	
Insurance (non-health)		Travel	
Insurance (health)		Meals and Entertainment	
Interest - Mortgage		Uniforms	
Interest - Other		Utilities - Electric, Gas, Oil, etc.	
Janitorial/Laundry and Cleaning		Wages	
Legal and Professional		Other Expense -	
Total Expenses			

Automobile Mileage

Miles driven in your personal vehicle can be deducted using a standard rate (for example, trips to the property, the hardware store, or the bank to deposit rents, etc.) Please provide the following information for your mileage deduction.

Year and make of vehicle _____ Total miles driven related to business _____
 Total miles driven in year (all miles) _____ Tolls and parking fees related to business only _____
 Interest Paid on this vehicle _____

Business Use of the Home

If you maintain a fully separate and distinct area in your home for your business, you may be eligible for a business use of the home deduction. Please provide the following information for your business use of the home deduction.

Total Square Feet of Home _____ Insurance _____
 Total Square Feet of Home Office _____ Repairs _____
 Mortgage Interest _____ Utilities (Gas, Electric, Oil) _____
 Property Taxes _____ Other Expenses _____

Capital Assets (Depreciation)

Identify capital purchases below; including equipment, furniture, vehicles or property improvements

Description of Asset	Date Acquired	Cost	% Business Use

Identify capital assets sold or disposed of below

Description of Asset	Date of Disposal	Amount Received

**The information that is here-in provided is, to the best of my knowledge, accurate and valid.
 I realize that I am solely responsible for what is reported on my income tax return.**

