

Name: _____ Tax Year: _____

Business Name: _____

BUSINESS WORKSHEET
(DO NOT INCLUDE PERSONAL EXPENSES)

INCOME:

Gross Sales or Income-CASH \$ _____

Gross Sales or Income-1099 (attach please) \$ _____

EXPENSES:

Accounting _____ Postage _____

Advertising _____ Printing _____

Answering Service _____ Rent _____

Bank Charges _____ Repairs _____

Cleaning/Janitorial/Laundry _____ Salaries & Wages _____

Dues/Subscriptions _____ Small Tools _____

Education _____ Storage _____

Entertainment _____ Supplies, Job _____

Equipment Rental _____ Taxes _____

Insurance _____ Telephone _____

Legal & Professional _____ Travel _____

License & permits _____ Uniforms _____

Meals/Ent. _____ Utilities _____

Office Supplies _____ Miscellaneous _____

Parking & Tolls _____

Promotions _____

AUTO EXPENSES:

Description of vehicle used for work: _____

Date in Service (purchased): _____

Total miles driven for year: _____

Total Business miles: _____

EQUIPMENT PURCHASED:

| Description | Date Purchased | Cost |
|-------------|----------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

BUSINESS USE OF HOME:

Did you use part of your home for business? (if yes complete below):

| | |
|----------------------------|-----------------------------------|
| Sq Ft of whole House _____ | Total sq ft of portion used _____ |
| Mortgage Interest _____ | Property Tax _____ |
| Insurance _____ | Utilities _____ |
| Telephone/Internet _____ | Repairs _____ |

SIGNATURE: _____

DATE: _____