

Business Income & Expense Worksheet

C-Corp, S-Corp, Partnerships

Company Name _____

Tax Year _____

INCOME

Gross Sales \$ _____ Returns & credits \$ _____

COST OF GOODS

INVENTORY (Wholesale)

Subcontractors \$ _____ Beginning Inventory \$ _____

Other costs \$ _____ Purchases \$ _____

Ending Inventory Balance \$ _____

EXPENSES

Payroll Wages Officer \$ _____ Auto & Truck *see note below \$ _____

Payroll Wages \$ _____ Bank Charges \$ _____

Guaranteed payment \$ _____ Computer Service & supplies \$ _____

Repairs & Maintenance \$ _____ Delivery & Freight \$ _____

Rents \$ _____ Dues & Subscriptions \$ _____

Licenses & Permits \$ _____ Equipment Rental \$ _____

Taxes \$ _____ Gifts \$ _____

Interest \$ _____ Insurance \$ _____

Advertising \$ _____ Legal & Professional Fees \$ _____

Meals with Clients \$ _____ Office Expense \$ _____

Furniture & Equipment (List below) Independent Contractors \$ _____

Description	Purchase Date	Amount
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____

Printing \$ _____

Telephone \$ _____

Tools (small) \$ _____

Training/Cont. education \$ _____

Travel \$ _____

Utilities \$ _____

ADDITIONAL INFORMATION NEEDED

The IRS requires disclosure of Form 1099 filings. We will respond to their questions on the tax return as follows:

Are Form 1099 filings required? _____ If yes, have 1099's been (or will be) filed? _____

VEHICLE EXPENSES:

MILEAGE Make/Model _____ Total miles driven entire year _____

Business (Jan-Jun) # _____ Business (Jul-Dec) # _____ Personal # _____

ACTUAL COSTS (complete only if NOT using the standard mileage deductions)

Gas \$ _____ Repairs \$ _____ Tabs \$ _____ Other \$ _____

THE IRS REQUIRES THAT YOU KEEP A WRITTEN RECORD OF YOUR MILEAGE

Date you started using for business _____ Is the vehicle leased? _____

Was vehicle available for personal use during off-duty hours? _____

Was the vehicle used primarily by a more than 5% owner or related person? _____

Is another vehicle available for personal use? _____

Do you have evidence of mileage in writing? _____

What type evidence to you have to support your mileage claim? _____ (Mileage book, app, calendar etc)