

Business Worksheet

BUSINESS NAME _____ ADDRESS _____
BUSINESS ACTIVITY _____ CASH BASIS _____

HOW MANY MONTHS IN BUSINESS DURING YEAR # _____

INCOME:

Gross Receipts _____

EXPENSES:

Cost of goods Sold _____ Office Expense _____

Advertising _____ Rent/ Lease (veh/equip) _____

Car/ Expenses _____ Rent/Lease (other) _____

Commissions & Fees _____ Repairs & Maintenance _____

Contract Labor _____ Supplies _____

Employee Benefit Program _____ Taxes (Payroll) _____

Insurance (business only) _____ Taxes (other) _____

Interest (Pd to Banks) _____ Licenses _____

Interest (other) _____ Meals _____

Legal & Professional services _____ Travel _____

Bank charges _____ Utilities (other than home) _____

Subscriptions _____ Cell phone _____

Off Road Fuel Expense _____ Gross Wages _____

Total Miles Driven _____ Business Miles _____ Personal Miles _____

NEW EQUIPMENT PURCHASED/CAPITAL IMPROVEMENTS

Description Date Purchased Cost Trade in

ASSETS SOLD OR DISPOSED OF

Description Date Sold Date Acquired Original Cost Amt Received -

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BUSINESS USE OF HOME

Total Square Footage of your home_____

Total Square footage used for business_____

Mortgage interest paid _____

Property taxes paid _____

Total Electricity paid for the year_____ -

Total Gas (heat) paid for the year_____

Total Sanitation paid for the year_____ -

Total Water paid for the year_____

Homeowner's Insurance Paid for the year_____

Repair & Maintenance paid exclusively for your home_____