

INCOME AND EXPENSE WORKSHEET FOR _____ (year)

NAME _____ S.S.N. _____
 BUSINESS NAME AND ADDRESS _____ E.I.N. _____

MAIN BUSINESS ACTIVITY _____ PRODUCT OR SERVICE _____

INCOME		COST OF GOODS SOLD	
Gross sales		Purchases	
Sales tax collected		Cost of labor (Manufacturing)	
returns and allowances		Materials and supplies	
Income from 1099's		Personal use items (actual cost)	
Other income not reported above		Inventory at the end of the year	
		How was value determined? Cost	
		Other (explain)	

BUSINESS EXPENSES

ITEM	AMOUNT	ITEM	AMOUNT
Advertising and promotion		Small tools	
Bank service charges/overdrafts		Subcontracting	
Commissions paid		Supplies (miscellaneous)	
(if over \$600 to individual, give name and address)		Taxes -Real Estate	
Dues publications		Sales	
Education		Payroll-your share FICA	
Employee benefits		Federal UC	
Freight (not on cost of goods sold)		State UC	
Insurance (not auto)		Travel and entertainment	
Laundry and cleaning		Uniforms	
Legal and professional fees		Utilities and telephone	
Office supplies		Wages - spouse	
Pension and profit sharing		children under 21	
Rent - building		other	
- equipment		Other expenses (list)	
Repairs and maintenance (not auto)			

CAR & TRUCK EXPENSES

Year and make		Interest	
Date purchased		License and sales tax	
Cost		Gas, oil, lubes	
Trade in allowance		Repairs, washing, waxing	
Milage - end of the year		Tires, batteries, supplies	
- beginning of the year		Insurance	
Total business miles		Other	
Parking and tolls			

SALES OF EQUIPMENT AND PROPERTY HELD FOR BUSINESS USE

Items sold	Date	Selling price	Expenses	Date acquired	Cost

MAJOR PURCHASES

Item Purchased	Date	Cost (including sales tax)	New/Used	Item traded