

Business Income & Expense Worksheet

Business

Name: _____

EIN: ____ - _____ State ____ - _____

Incorporation Date: ____/____/____

[] 1120 [] 1120S [] 1065 [] 990

[] LLC/Sch C [] _____

For Tax Year: _____

INCOME

Receipts	
Other Income	
Cash on Hand	

INVENTORY

Beginning Value	
Purchases	
Cost of Goods Sold	

EXPENSES

Accounting	
* Advertising	
* Auto & Truck++	
Bank Charges	
Charitable Contributions	
Computer Expense	
Contract Labor	
Delivery and Freight	
Dues and Subscriptions	
Employee benefits	
Entertainment	
Gifts	
* Insurance	
* Interest (business)	
Interest (Investment)	
Jantorial	
Laundry & Cleaning	
* Legal & Professional Fees	
* Licenses & Permits	
* Meals (to be reduced)	
Nondeductible expense	

* Office Expense	
Outside Service	
Parking and tolls	
Postage	
Printing	
* Rent paid	
Repairs & Maintenance	
Salaries & Wages - Officer	
Salaries & Wages - Other	
Sales Expense	
Security	
* Supplies	
* Taxes	
* Telephone	
Temporary Help	
Tools	
Training/Seminars/CPE	
Trade show expense	
* Travel	
Uniforms	
* Utilities	

* MISCELLANEOUS:

* For Schedule C - Only complete these items

TOTAL EXPENSES:

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BUSINESS/OFFICE EQUIPMENT

Description	Cost	Date Purchased	Bus %

AUTO TRUCK EXPENSES

Year/Make /Model	Purchase Price	Date Placed in Service	Bus Usage (%)
Car 1			
Car 2			
Car 3			

	Car 1	Car 2	Car 3
Total Miles			
Business Miles			
Other Miles			
Gas			
Oil/Lube			
Tires/Batteries			
Insurance			
Repairs/Maintenance			
Licenses/Permits			
Tolls Parking			

Additional Information:

Contact Information:

Name of Officer: _____ Title _____

Daytime Phone: _____ Evening Phone: _____

Email address: _____