

# BUSINESS INCOME & EXPENSE WORKSHEET

Tax Year Ending: \_\_\_\_\_

Business Name: \_\_\_\_\_

Complete Business Address: \_\_\_\_\_

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## INCOME

Gross Income Received: \$ \_\_\_\_\_

## EXPENSES

1. Materials Purchased \$ \_\_\_\_\_
2. Contract Labor \$ \_\_\_\_\_
3. Beginning Inventory \$ \_\_\_\_\_
4. Ending Inventory \$ \_\_\_\_\_
5. Advertising \$ \_\_\_\_\_
6. Commissions & Fees \$ \_\_\_\_\_
7. Insurance \$ \_\_\_\_\_
8. Legal/Professional Fees \$ \_\_\_\_\_
9. Office Expense \$ \_\_\_\_\_
10. Rent Expense \$ \_\_\_\_\_
11. Repairs & Maintenance \$ \_\_\_\_\_
12. Supplies \$ \_\_\_\_\_
13. Taxes & Licenses \$ \_\_\_\_\_
14. Travel Expense \$ \_\_\_\_\_
15. Meals/Entertainment \$ \_\_\_\_\_
16. Utilities \$ \_\_\_\_\_
17. Telephone/DSL \$ \_\_\_\_\_
18. Donations \$ \_\_\_\_\_
19. Other: \_\_\_\_\_ \$ \_\_\_\_\_
20. Other: \_\_\_\_\_ \$ \_\_\_\_\_
21. Other: \_\_\_\_\_ \$ \_\_\_\_\_

Total Yearly Mileage: \_\_\_\_\_ % of Business Use: \_\_\_\_\_

Under penalties of perjury, I declare that the information provided above are true, correct and complete to the best of my knowledge and is to be used for the preparation of my income tax returns. Have maintained records, receipts, invoices, cancelled checks and other supporting documentation, verifying my income and expenses listed above.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_