

BUSINESS INCOME

What is your company's classification?	LLC	S CORPORATION	C CORPORATION	PARTNERSHIP	Sole-Proprietor
Gross receipts/sales:					
Returns and allowances:					
Other income:					

BUSINESS EXPENSES

Accounting:	
Advertisement: <i>(business cards, flyers, brochures, TV, radio, car decals, promotional materials, etc.)</i>	
Bad debt: <i>(ONLY BUSINESS loans not collectible, bounced checks previously reported as income)</i>	
Bank charges: <i>(monthly service charge, cost of checks, NSF charges, ATM charges)</i>	
Cell phone: <i>(cost of cellular phone and/or pager, activation fee, & monthly charges)</i>	
Commissions: <i>(fees paid out to others for services rendered)</i>	
Computer	
Consulting	
Contributions	
Credit and collection cost	
Discounts	
Dues and subscriptions: <i>(annual renewal fee, credit card fee, Sam's Club, associations, AAA)</i>	
Education and training	
Employee benefits program	
Equipment rental/lease: <i>(vehicles, machinery, and equipment office equipment, copiers, etc.)</i>	
Freight: <i>(UPS, Fed Ex, Airborne, Express Mail, bus, trucks, train, ship)</i>	
Fuel <i>(equipment)</i>	

Gifts: <i>(gifts for prospects, customers, employees, supervisors, suppliers & associates)</i>	
Independent contractors: <i>(payments made to independent vendors and sub-contractors)</i>	
Building and equipment insurance	
Liability insurance	
Workers compensation insurance	
Other insurance	
Interest expenses: <i>(mortgage on building and land, car & business loans, finance charges from credit cards used for business purposes)</i>	
Internet	
Janitorial	
Laundry and dry cleaning: <i>(cost of cleaning uniforms or clothing on an overnight business trip)</i>	
Legal and professional: <i>(tax prep, accounting, IRS representation, business and financial consulting fees)</i>	
Marketing or sponsorships	
Meals and entertainment 50% limited (Normal business meals)	
Meals and entertainment 80% limited (Only for those subject to DOT rules)	
Meals and entertainment 100% limited (In house meetings, etc.)	
Meeting supplies	
Miscellaneous	
Office expense: <i>(paper, pens, pencils, envelopes, staplers, calculators, folders, toners, etc.)</i>	
Outside services and contractors	
Parking fees and tolls	
Payroll processing expenses	
Pension, profit sharing, and other plans	
Permits and fees	

Postage, shipping, delivery	
Printing	
Rents: <i>(rent paid for business storefront or land)</i>	
Repairs and maintenance of office areas and business equipment: (NOT VEHICLES)	
Salaries and wages	
Sales tax	
Security services or equipment	
Software	
Supplies	
Taxes and licenses	
Telephone: <i>(long distance, 2nd line, call waiting & forwarding, conference calls, answering service)</i>	
Tools: <i>(hand tools, small equipment, books, videos, white board, planner, briefcase, etc. used to build your business)</i>	
Travel: <i>(lodging, meals, airfare, baggage fees, parking,</i>	
Utilities: <i>(electric, gas, and water for business facilities, NOT for a personal residence)</i>	
Uniforms: <i>(buy & clean uniforms, gowns, tuxedos & business clothes laundered at home)</i>	
Waste removal	
Other expenses not listed	
Other expenses not listed	
Other expenses not listed	
Other expenses not listed	

COST OF GOODS SOLD

Beginning of the year inventory: which is the same as last years end of the year inventory	
Products purchases for resale purposes: less item withdrawn for personal use	
Labor cost: directly associated with selling of products & services (outside salesman& broker)	
Materials and supplies: used to sell or make products for sale (bags, boxes, lumber, steel, nails)	
Other expenses to sell or manufacture: products or services not included above	
End of the year inventory (you should do a physical count of inventory available to be sold)	

DEPRECIABLE ASSESTS

Description of items used for business	Date purchased or transferred	Cost or FMV of the item	Business use %