

**INCOME: NEW THIS YEAR!!! BRING ALL 1099'S AS WELL AS INCOME ADDED UP**

SALES AND RECEIPTS: \$ \_\_\_\_\_ (what people paid you)(bring your 1099's)

**COST OF GOODS:**

PURCHASES OR COST OF GOODS: \$ \_\_\_\_\_ (what you paid for materials and products)

ENDING INVENTORY: \$ \_\_\_\_\_ (your cost of what's on hand Dec. 31<sup>st</sup> of retail materials to sell)

**EXPENSES:**

ADVERTISING & PROMO: \$ \_\_\_\_\_

ACTUAL AUTO EXPENSES (if not using mileage):  
\$ \_\_\_\_\_

TOTAL BUSINESS MILES DRIVEN:  
JAN 1-JUN 30: \_\_\_\_\_ JUL 1-DEC 31: \_\_\_\_\_

TOTAL MILES DRIVEN (for all reasons): \_\_\_\_\_

SUB CONTRACTORS: \$ \_\_\_\_\_

BUSINESS INSURANCE: \$ \_\_\_\_\_

BUSINESS INTEREST: \$ \_\_\_\_\_

BUSINESS INTERNET: \$ \_\_\_\_\_

LEGAL AND ACCTNG: \$ \_\_\_\_\_

OFFICE & POSTAGE: \$ \_\_\_\_\_

BUSINESS RENT: \$ \_\_\_\_\_

OFFICE UTILITIES: \$ \_\_\_\_\_

EQUIPMENT RENTAL: \$ \_\_\_\_\_

SUPPLIES: \$ \_\_\_\_\_

EQUIPMENT REPAIRS: \$ \_\_\_\_\_

TRAVEL: \$ \_\_\_\_\_

MEALS & ENTERTAINMENT: \$ \_\_\_\_\_

SALES TAX PAID: \$ \_\_\_\_\_

BANK CHARGES: \$ \_\_\_\_\_

CREDIT CARD PROCESSING FEES: \$ \_\_\_\_\_

DUES & SUBSCRIPTIONS: \$ \_\_\_\_\_

PAYROLL PROCESSING FEES: \$ \_\_\_\_\_

RESEARCH & EDUCATION: \$ \_\_\_\_\_

PHONES & COMMUNICATIONS: \$ \_\_\_\_\_

CELL PHONE: \$ \_\_\_\_\_

COMPUTER SOFTWARE: \$ \_\_\_\_\_

PRINTING & FILM PROCESSING: \$ \_\_\_\_\_

PARKING: \$ \_\_\_\_\_

HEALTH INSURANCE PAID: \$ \_\_\_\_\_

BUSINESS GIFTS (\$25 max/client): \$ \_\_\_\_\_

WAGES PAID: \$ \_\_\_\_\_

PAYROLL TAXES: \$ \_\_\_\_\_

EMPLOYEE BENEFITS: \$ \_\_\_\_\_

**IN HOME OFFICE EXPENSES:**

**(Sole Proprietor's Only – Corporations do NOT qualify)**

SQ FT OF HOME: \_\_\_\_\_ SQ FT OF OFFICE: \_\_\_\_\_

MORTGAGE INTEREST ON HOME: \$ \_\_\_\_\_

PROPERTY TAXES: \$ \_\_\_\_\_

INSURANCE ON HOME: \$ \_\_\_\_\_

UTILITIES: \$ \_\_\_\_\_ CABLE TV: \$ \_\_\_\_\_

REPAIRS & MAINTENANCE: \$ \_\_\_\_\_

ASSOCIATION DUES: \$ \_\_\_\_\_

RENT: \$ \_\_\_\_\_

**ADDITIONAL FOR DAYCARE PROVIDERS:**

**FOOD USED:**

Note: If you provide us totals for Breakfasts, Snacks, and Lunches/Dinners, we can calculate an allowed per diem.

# OF BREAKFASTS \_\_\_\_\_

# OF LUNCHESES \_\_\_\_\_

# OF SNACKS \_\_\_\_\_

LAUNDRY & CLEANING: \$ \_\_\_\_\_

CRAFTS, PARTIES, HOLIDAYS: \$ \_\_\_\_\_

RECREATION & OUTINGS: \$ \_\_\_\_\_

EDUCATION & SCIENCE: \$ \_\_\_\_\_

TOYS, GAMES, & BOOKS: \$ \_\_\_\_\_

NEW HOUSEHOLD FURNISHINGS: \$ \_\_\_\_\_

FIRST AIDE & SAFETY: \$ \_\_\_\_\_

PAPER PRODUCTS: \$ \_\_\_\_\_

**ALL BUSINESSES:**

FED ESTIMATED TAX PAID: \$ \_\_\_\_\_

STATE ESTIMATED TAX PAID: \$ \_\_\_\_\_

OTHER (Use Back if needed):

\*Assets & New Equipment – LARGE items that don't get used up: List on back with prices and dates purchased.

\*Bring information for selling business assets or information when changing autos.

\*Closing Costs from Buys & Sells.

\*Dates of Asset Purchases and Sales are very important

\*NOTE: Sub contractors in the construction industry need withholding tax – call & talk to LeAnn to set this up.