

BUSINESS INCOME AND EXPENSES

Business Name: _____
 Employer ID Number: _____
 Business Address: _____
 Business Activity: _____

Gross Receipts or Sales: _____ Returns & Refunds: _____

Do you accept Credit Cards? If so you MUST provide Form 1099-K

INVENTORY AT COST

Beginning Inventory as of December 31st of
Last year: _____

Ending Inventory as of December 31st of
This year: _____

Purchases for Sale: _____ Business Mileage: _____

EXPENSES

Advertising: _____	Pension Plans: _____
Bad Debts: _____	Postage & Freight: _____
Bank Charges: _____	Rent*: _____
Car & Truck Expenses: _____	Repairs & Maintenance: _____
Commissions: _____	Supplies: _____
Contract Labor*: _____	TAXES (Property): _____
Dues & Publications: _____	(Sales Tax if included in Gross Sales): _____
Education & Seminars: _____	(Payroll): _____
Employee Benefits: _____	Telephone: _____
Insurance: _____	Travel: _____
Interest Expense (Banks, etc): _____	Meals: _____
Other Interest*: _____	Utilities: _____
Legal & Professional Fees: _____	Gross Wages: _____
Office Expenses: _____	Other: _____

EQUIPMENT PURCHASED

PLEASE PROVIDE A SALES
 INVOICE FOR ANY PURCHASE
 INVOLVING A TRADE

Description:	Date Acquired:	Cost or Basis:

BUSINESS USE OF HOME SIMPLIFIED METHOD

Total Square Footage of Home: _____ Square Footage Used for Business: _____

* NOTE: All rent and subcontractor amounts paid to individuals over \$600.00 require a Form 1099.
 All Interest amounts paid to individuals over \$10.00 require a Form 1099.
 If you need 1099 or W-2 forms prepared, please notify us ASAP. The forms need to be completed by January 31st.