

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: _____
 Bad Debts: _____
 Bank Charges: _____
 Car & Truck Expenses: _____
 Commissions: _____
 Contract Labor*: _____
 Dues & Publications: _____
 Education & Seminars: _____
 Employee Benefits: _____
 Insurance: _____
 Interest Expense (Banks, etc): _____
 Other Interest*: _____
 Legal & Professional Fees: _____
 Office Expenses: _____

Pension Plans: _____
 Postage & Freight: _____
 Rent*: _____
 Repairs & Maintenance: _____
 Supplies: _____
TAXES (Property): _____
 (Sales Tax if included in Gross Sales): _____
 (Payroll): _____
 Telephone: _____
 Travel: _____
 Meals: _____
 Utilities: _____
 Gross Wages: _____
 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 before January 20th. The forms need to be completed by January 31st.