

Business Income/Business Expenses

What is the main business activity? _____

Business Name _____

Business Address _____

Income

Gross Income _____

Expenses

Advertising _____

Car and Truck Expenses _____

Commissions and Fees _____

Contract Labor _____

Insurance (Other than Health) _____

Interest paid to banks _____

Legal and Professional fees _____

Office Expense _____

Rent of machinery and equipment _____

Rent of business property _____

Repairs and maintenance _____

Supplies _____

Taxes and Licenses _____

Business travel _____

Business meals _____

Utilities _____

Wages _____

Telephone _____

Uniforms _____

Postage _____

Dues _____

Bank Fees _____

Cell Phone _____

Assets purchased during the tax year

1 _____

2 _____

3 _____

4 _____

5 _____

Please list any additional assets purchased on the back of this page.

Number of days out of town for business _____

Cost of Goods Sold

Purchases made during the year _____

Ending Inventory _____

If your vehicle was used for business use

Total business miles as recorded on your Mileage Log _____

Declaration: I have provided the information on this form to the best of my knowledge and hereby declare it is complete and ready for the preparation of my/our tax return. Where business deductions shown, I acknowledge having spent these amounts and have kept a log or diary of such activities, pursuant to section 274 (a) and can fully substantiate such deductions.

Signature _____

Date _____