

BUSINESS INCOME AND EXPENSES

USE THIS SCHEDULE IF YOU OWN AND HAVE INCOME AND EXPENSE FROM A BUSINESS OR SIDELINE ALSO FOR OUTSIDE SALESMEN AND OTHER EMPLOYEES WHO HAVE BUSINESS EXPENSES AS A CONDITION OF EMPLOYMENT.

► Business name

Business address

Principal activity

Product

Employer ID No.

When purchased

Still own?

All payroll returns filed last year?

► INCOME Cash receipts

Returns and refunds

Accounts receivable start of year

end of year

uncollectible bad debts

COST OF SALES Payments for merchandise

Cost of items for personal use

Merchandise payable start of year

owing end of year

Merchandise inventory start of year

end of year

Method

► Indicate method of accounting: (1) Cash (2) Accrual (3) Other

EXPENSES	Amount	EXPENSES	Amount	EXPENSES	Amount
Accounting		Maintenance		Taxes - Payroll	
Advertising		Parking & Tolls		- sales	
Bank charges		Promotion		- business property	
Cash (over) short		Rent - property		- other	
Commissions		- equipment		Telephone - business	
Delivery & freight		Repairs - property		- home % bus ()	
Dues		- equipment		- cell phone	
Educational		Services - legal		Internet	
Entertainment / Meals		- laundry		Travel (Exclude Meals)	
Insurance		- other		Utilities	
Interest paid		Supplies - office		Wages gross	
Janitorial		- operating		Other	
Licenses		Postage			

► AUTOMOBILE EXPENSES (using actual expenses & depreciation)

Auto Leasing		Repairs		Licenses	
Gasoline		Washing		Auto Interest	
Oil & Lube		Insurance		Tires and Tubes	

► If you use mileage to determine auto or truck expense include speedometer readings below.

Description of vehicle	Date Acquired	Cost or other basis	Speedometer reading 1/1	Speedometer reading 12/31	Total miles	Total business mileage

► Office in home? (May qualify if a principal place of business)

If yes, cost of residence with improvements

Rent paid (If any)

Square footage of living area

Square footage of space for office at home

Cost of heat & light

Insurance

Property taxes

Maintenance

► MAJOR PURCHASES OF: EQUIPMENT, FURNITURE, FIXTURES, ETC.

Detail below business property purchases or improvements made the past year. Enclose copy of contract on financed items and information on sale of business property in the past year.

Date	Item	Amount				

IF AN EMPLOYEE, AMOUNT OF REIMBURSEMENT & ALLOWANCES RECEIVED FOR ABOVE