

BUSINESS INCOME & EXPENSE SUMMARY

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BUSINESS NAME

BUSINESS OWNED BY [] Taxpayer [] Spouse [] JOINT

EIN BUSINESS ACTIVITY

ALSO COMPLETE THE BUSINESS QUESTIONNAIRE FOR THIS BUSINESS

INCOME

1099 INCOME None [] Included in total [] \$

CASH None [] Included in total [] \$

BARTERING None [] Included in total [] \$

CRYPTO None [] Must state separately \$

TOTAL BUSINESS INCOME \$

Sale of Business Assets [] Attach details

Sale of Business Use Vehicle [] Attach details

COST OF GOODS SOLD

Refunds Paid To Customers

Purchases of items for Resale

Materials & Supplies

Sub Contractors

Shipping & Freight

INVENTORY Beginning of Year

INVENTORY End of Year

EXPENSES

From Auto Mileage Log - Total Miles #

- Business Miles #

Advertising

Contract Labor, Commissions

Insurance - General Liability

Insurance - Workers Comp

Interest - Mortgage

Interest - Other

Legal & Professional

Office Expense

Rent - Equipment

Rent - Office, Storage, etc.

Repairs & Maintenance

Supplies, Software

Taxes

Travel - Lodging, Airfare, Taxi

Travel Meals - # of Days, TRUCKERS etc. #

Travel Meals - # of Days, OTHER #

Meals - Business & Employee

Utilities & Trash

WAGES - Bring Payroll Reports & W-3

FAMILY HEALTH INSURANCE

OTHER EXPENSES

Bank Charges

Business Separate Land Line

Cell Phone Total

Cell Phone - Business Use % %

Credit Card Merchant Fees

Dues & Memberships

Education & Training

Equipment \$2500 or less per item

Equipment Fuel

Gifts (Max \$25 /person/year)

Internet and Web Site

Library & Subscriptions

Licenses & Permits

Parking & Tolls

Postage & Delivery

Security

Uniforms & Protective Gear

Other, Describe

Repairs & Equipment	Purchase	Cost
Cost more than \$2500 per item	Dae	

OFFICE IN HOME

Office _____ ft Home _____ ft Daycare _____ hrs

USE SAFE HARBOR [] (Stop here)

Mortgage Interest or [] Rent

Real Estate Taxes

Insurance

Maintenance-Repairs

Utilities

Other

HOME Date Pur \$