

## Business Income and Expense Worksheet

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**Business or Profession** \_\_\_\_\_ **Employer ID** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Business Owner** - You / Spouse / Both \_\_\_\_\_

**Income - Sales** \_\_\_\_\_

Credit/Debit Card Payments (Form 1099K) \_\_\_\_\_

Returns & Allowances \_\_\_\_\_

Other Income \_\_\_\_\_

**Cost of Goods Sold** \_\_\_\_\_

Inventory at Beginning of Year \_\_\_\_\_

Purchases \_\_\_\_\_

Cost of Items for Personal Use \_\_\_\_\_

Materials & Supplies \_\_\_\_\_

Other Costs \_\_\_\_\_

Inventory at End of Year \_\_\_\_\_

**Car and/or Truck Expenses** \_\_\_\_\_

Total Miles \_\_\_\_\_

Business Miles \_\_\_\_\_

Gas \_\_\_\_\_

Repairs \_\_\_\_\_

Tires \_\_\_\_\_

Insurance \_\_\_\_\_

Misc./Car Wash \_\_\_\_\_

Vehicle DMV \_\_\_\_\_

Vehicle Lease \_\_\_\_\_

Vehicle Interest \_\_\_\_\_

**Expenses** \_\_\_\_\_

Accounting \_\_\_\_\_

Advertising \_\_\_\_\_

Answering Service \_\_\_\_\_

Bad Debts \_\_\_\_\_

Bank Charges \_\_\_\_\_

Commission \_\_\_\_\_

Computer Expense \_\_\_\_\_

Credit Card Fees \_\_\_\_\_

Delivery & Freight \_\_\_\_\_

Dues & Subscriptions \_\_\_\_\_

Employee Benefit Programs \_\_\_\_\_

Insurance (other than Health) \_\_\_\_\_

Interest - Mortgage \_\_\_\_\_

Interest - Other \_\_\_\_\_

Janitorial \_\_\_\_\_

Laundry - Uniforms \_\_\_\_\_

Legal & Professional \_\_\_\_\_

Miscellaneous \_\_\_\_\_

Software \_\_\_\_\_

Office Expense \_\_\_\_\_

Outside Services \_\_\_\_\_

Parking & Toll \_\_\_\_\_

Postage \_\_\_\_\_

Printing \_\_\_\_\_

Rent-Auto,Machinery,Equip \_\_\_\_\_

Rent- Building \_\_\_\_\_

Repairs \_\_\_\_\_

Security \_\_\_\_\_

Supplies \_\_\_\_\_

Taxes - Payroll \_\_\_\_\_

Taxes - Real Estate \_\_\_\_\_

Sales Tax \_\_\_\_\_

Business Telephone \_\_\_\_\_

Business Cell Phone \_\_\_\_\_

Tools \_\_\_\_\_

Travel (air, train, etc.) \_\_\_\_\_

Meals & Entertainment \_\_\_\_\_

Uniforms \_\_\_\_\_

Business Utilities \_\_\_\_\_

Business Internet \_\_\_\_\_

Wages \_\_\_\_\_

Other Expenses \_\_\_\_\_

Other Expenses \_\_\_\_\_

New Office Equipment \_\_\_\_\_

Date Purchased \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

New Computers \_\_\_\_\_

Date Purchased \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

New Other Equipment \_\_\_\_\_

Date Purchased \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Note:** For your business, it is mandatory to send a Form 1099 Misc to all non-corporate companies or individuals that perform services of \$600 or more a year. Have them fill out a Form W-9 before paying them.