

# Business Income and Expense Worksheet

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

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

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

**Business Owner** - You / Spouse / Both \_\_\_\_\_ *\*Per AB5, only an Attorney can advise you as to whether an individual is eligible for Independent Contractor treatment*

**Income - Sales** \_\_\_\_\_ **Car and/or Truck Expenses**

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

Returns & Allowances \_\_\_\_\_ Business Miles \_\_\_\_\_

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

EIDL Loan \_\_\_\_\_ Repairs \_\_\_\_\_

PPP Loan \_\_\_\_\_ Tires \_\_\_\_\_

PPP Forgiveness Amount \_\_\_\_\_ Insurance \_\_\_\_\_

**Cost of Goods Sold** \_\_\_\_\_ Misc./Car Wash \_\_\_\_\_

Inventory at Beginning of Year \_\_\_\_\_ Vehicle DMV \_\_\_\_\_

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

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

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

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

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

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

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

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

Answering Service \_\_\_\_\_ Sales Tax \_\_\_\_\_

Bad Debts \_\_\_\_\_ Business Telephone \_\_\_\_\_

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

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

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

Dues & Subscriptions \_\_\_\_\_ Entertainment (non-deductible) \_\_\_\_\_

Employee Benefit Programs \_\_\_\_\_ Business Utilities \_\_\_\_\_

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

Interest - Mortgage \_\_\_\_\_ Business Cell Phone \_\_\_\_\_

Interest - Other \_\_\_\_\_ Business Internet \_\_\_\_\_

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

Laundry - Uniforms \_\_\_\_\_ Credit Card Fees \_\_\_\_\_

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

Office Expense \_\_\_\_\_ Payroll Service \_\_\_\_\_

1099 Outside Services (AB5 exempt)\* \_\_\_\_\_ Wages (W-2's Issued) \_\_\_\_\_

Parking & Toll \_\_\_\_\_ New Computers \_\_\_\_\_

Postage \_\_\_\_\_ Date Purchased \_\_\_\_\_

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

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

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

Note: 1099's must be issued to non-employee individuals that perform services for more than \$600 a year. To deduct this cost, you or a labor attorney will need to verify this individual is not an employee per by AB5 and AB2257.