

Business Name: _____ Your Name: _____ Year of Expenses: _____

Business Worksheet

Yes No

1099 Forms:

Did you pay \$600 or more to a service provider or contractor?

Did you send them form 1099-MISC?

Sales & Income:

Total sales or income collected \$ _____

Returns, Adjustments, and Allow \$ _____

Cost of Goods Sold:

Beginning Inventory (at your cost) \$ _____

Purchases \$ _____

Ending Inventory (at your cost) \$ _____

Expenses:

Advertising \$ _____

Commissions paid to other people (send them 1099-Misc if more than \$600) \$ _____

Subcontractors (send them 1099-Misc if more than \$600) \$ _____

Business or Liability Insurance (not personal health or accident insurance) \$ _____

Interest paid on Business Loans (must be 100% for business or business credit cards) \$ _____

Legal/Professional fees (include accounting and tax prep) \$ _____

Office Supplies \$ _____

Rent for Separate Office or Storage space (must be a separate structure from your home) \$ _____

Repairs and Maintenance for Equipment \$ _____

Supplies \$ _____

Payroll Taxes (employer portion of FICA, FUTA & SUI) \$ _____

Workers' Compensation \$ _____

Licenses and Permits \$ _____

Travel & Lodging (excluding meals & entertainment) \$ _____

Meals and Entertainment \$ _____

Utilities for separate Offices or Storage (must be a separate structure from your home) \$ _____

Wages (include the employees' withholding taxes) \$ _____

Bank Charges (for business only checking account) \$ _____

Cell Phone..... Total Expense \$ _____ Business Use _____ %

Second phone at Home or Office for Business and/or Fax \$ _____

Dues \$ _____

Subscriptions \$ _____

Gifts and Promotional Items \$ _____

Internet Access, excluding phone and cable Total Expense \$ _____ Business Use _____ %
(not already claimed on the Home Office Worksheet)

Merchant Fees \$ _____

Miscellaneous:

Outside Services \$ _____

Parking & Tolls \$ _____

Postage & Delivery \$ _____

Uniforms (do not include street clothes) \$ _____

Amounts paid for Health Insurance set up under your business (not Business or Liability) \$ _____

Items not listed above (*Description and Cost*):

Equipment and Computers (*itemized*) (*Provide detailed description, purchase date and amount for each asset*)

I certify that the above information is true and correct and I have the documentation supporting my responses:

Prepared By

Date