

Business Income and Expenses: (Need not bring the receipts of expenses, as long as you have them)

Business Name:		Owner	
Business Address		EIN /SSN	

Type (circle One): Sole Proprietor/C- Corporation / S-Corporation/ Partnership/ LLC

Income			
Income from 1099-Misc(Bring 1099s)			Purchase of Inventory Items
Other Business Income (Sales etc)			Inventory as of January 1
Business Interest Income			Inventory as of December 31

Equipments and Tools purchased during the year(Single Item Over \$200).

Description	Date of Purchase	Amount	Description	Date of Purchase	Amount

Car Business Mileage/year		Date of Purchase of Car	
(Do not include Mileage from Home to Office)		Non-Business Miles during the year	

Payroll (Bring W2s)	Gross	Fed Tax	FICA & Medicare	State	Other	Net Pay
Officers						
Others						
Total Payroll						

Expenses - Please add other business specific expense in the empty columns. Keep receipts with you.

Description	Amount	Description	Amount	Description	Amount
Advertising		Accounting		Trade Show	
Commission & Fees		Answering Service		Training & Seminars	
Contract labor		Bank Charges		Tools - Other	
Employee Benefit		Computer Parts			
Business Insurance		Delivery & Freight			
Interest		Dues and Subscri.			
Legal & Professional		Gifts			
Pension Plans		Janitorial			
Lease-Car, Machinery		Licenses & Permits			
Rent		Office Expenses			
Repairs and Mainte.		Parking & Tolls			
Office Supplies		Postage			
FICA Taxes-Employer		Printing			
Property Taxes		Security			
Other Taxes		Telephone			
Travel and Hotel		Cell Phone			
Meals and Entertain.		Internet & Hosting			
Utilities		Uniforms			

Other Information (not covered above):