

# Business income and expenses worksheet for sole proprietors and LLCs

Please let us know if you have made any business loans that turned out to be uncollectible.

Please bring the following documents to your appointment

- 1099-MISCs
- 1098s for interest paid
- Profit and loss statement (if available)
- Balance sheet (if available)

Business name

Business EIN

Business address

Contact person

Principal business activity, product or service

Method of accounting

- Cash
- Accrual

## Income

Income from principal business activity \$

Returns and allowances \$

# Expenses

## Advertising

Gifts (max \$25 per person) \$

Website \$

Other advertising (marketing, ads, yellow pages, etc.) \$

## Car and truck

Vehicle year, make and model

Business miles Miles

Commuting miles Miles

Personal miles Miles

## Commissions and fees

Bank fees \$

Credit card fees \$

Contract labor 1099 Misc \$

Employee benefits Be ready to discuss

## Insurance

Building insurance \$

Health insurance \$

Liability insurance \$

## Interest

Loans \$

Mortgage not shown on 1098 \$

## Legal and professional services

Accounting services \$

Consultant services \$

Legal services	\$	<input type="text"/>
Continuing education	\$	<input type="text"/>
Professional dues, organizations and journals	\$	<input type="text"/>
<b>Office supplies</b>		
Copies	\$	<input type="text"/>
Postage	\$	<input type="text"/>
Software	\$	<input type="text"/>
Other supplies	\$	<input type="text"/>
Pension and profit-sharing		Be ready to discuss
<b>Rent or lease</b>		
Building	\$	<input type="text"/>
Vehicles or equipment	\$	<input type="text"/>
<b>Repairs or maintenance</b>		
Building	\$	<input type="text"/>
Cleaning	\$	<input type="text"/>
Computer	\$	<input type="text"/>
Equipment	\$	<input type="text"/>
<b>Supplies</b>		
Equipment/tools less than \$200 each (used in primary business)*	\$	<input type="text"/>
<i>* Equipment and tools greater than \$200 per item; please provide list with purchase dates.</i>		
<b>Taxes and licenses</b>		
Real estate tax not shown on 1098	\$	<input type="text"/>
Sales tax paid if included in gross income	\$	<input type="text"/>
Payroll	\$	<input type="text"/>
Business license	\$	<input type="text"/>

## Travel

Air	\$	<input type="text"/>
Hotel	\$	<input type="text"/>
Ground	\$	<input type="text"/>
Meals and entertainment	\$	<input type="text"/>

## Utilities

Cell phone (business portion only)	\$	<input type="text"/>
Gas, electric, water	\$	<input type="text"/>
Internet	\$	<input type="text"/>
Security	\$	<input type="text"/>
Wages	\$	<input type="text"/>

*Please provide list accounting for all other income and/or expenses not shown above.*

## Inventory

If you carry inventory, complete the following:

Inventory value at beginning of the year	\$	<input type="text"/>
Purchases	\$	<input type="text"/>
Materials/supplies used to produce inventory	\$	<input type="text"/>
Cost of labor to produce inventory	\$	<input type="text"/>
Shipping costs for inventory	\$	<input type="text"/>
Inventory value at the end of the year	\$	<input type="text"/>

