

BUSINESS INCOME YEAR _____

General Information

Business Name	
Principal Business or Profession	
Business Address	
Business Phone	
Federal Employer Identification Number	

Income

Gross receipts or sales	
Returns or allowances	

Cost of Goods Sold

Inventory at beginning of the year	
Purchases	
Cost of items withdrawn for personal use	
Cost of labor (not salary paid to yourself)	
Materials and supplies	
Other costs	
Inventory at end of year	

Information about your vehicle

Date your auto was placed in service for business purposes	
Total business miles driven	
Total commuting miles driven	+
Total other miles driven	+
Total All Miles	=
Cost of vehicle	

Home Office for Business

Office Sq. Footage	
House Sq. Footage	
Utilities	
Insurance	
Rent	
Maintenance	

Expenses

Advertising		Rent or lease:	
Car/Truck Expenses:		Machinery & Equipment	
Fuel		Occupancy	
Repairs/Maintenance		Repairs and Maintenance	
Insurance		Supplies	
Vehicle Lease		Taxes and Licenses	
Interest on Loan		Travel	
DMV Registrations		Total meals and entertainment	
Other Car/Truck Expenses		Wages	
Commissions and fees		Utilities	
Contract labor		Other Expenses:	
Employee benefit programs		Internet Service	
Insurance (other than health and car)		Postage	
Interest		Telephone	
Legal and professional fees		Miscellaneous Expenses	
Office expense			

New Assets Acquired in Year

Description	Date Acquired	Cost