

BUSINESS WORKSHEET

TAX YEAR _____

BUSINESS NAME: _____ FED ID # _____

A. INCOME FROM BUSINESS

Gross Income:	\$	Beg. Inventory	\$
Purchases (Mdse)	\$	End Inventory	\$

B. BUSINESS EXPENSES:

Advertising	\$	Business licenses	\$
Commissions & fees	\$	Real Estate taxes	\$
Insurance-building	\$	Wages paid	\$
Insurance-health	\$	FICA & Medicare	\$
Insurance-other	\$	Futa Tax	\$
Interest pd on bldg.	\$	Suta Tax	\$
Interest pd on equip.	\$	Meals & entertainment	\$
Interest-other	\$	Travel expense	\$
Office supplies	\$	Utilities	\$
Rent on bus. Property	\$	Bank charges	\$
Rent on equip	\$	Dues & subscriptions	\$
Lease on cars	\$	Freight & postage	\$
Repairs & Maint.	\$	Cleaning & trash	\$
Supplies	\$	Telephone	\$
Legal & Acctg fees	\$	Contract labor	\$
Cr. Card operating fees	\$	Small tools	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

C. AUTO EXPENSE & MILEAGE:

Please complete ALL information below concerning auto use in business.

STANDARD RATE	ACTUAL EXPENSE
Total miles for year	Gas, oil, lube, etc.
Total business miles	Repairs, tires, etc.
Total personal miles	Auto insurance
	Inspection & license
Make & year of auto	Do you have another vehicle?
Date placed in service	Written evidence for busn. use?

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