

## GENERAL BUSINESS INFORMATION

Name of Business \_\_\_\_\_ Owner \_\_\_\_\_ EIN or SS # \_\_\_\_\_  
 Type of Business (Industry) \_\_\_\_\_ Business Phone # \_\_\_\_\_ Email \_\_\_\_\_  
 Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Sole Proprietor  S-Corp  C-Corp  LLC  Partnership Accounting Method  Cash  Accrual  
 Start Date \_\_\_\_\_ S-Corp Election Date (Please provide S-Corp Acceptance Letter from IRS) \_\_\_\_\_

## INCOME & EXPENSES

**TOTAL INCOME** (1099's plus other revenue) \_\_\_\_\_  
 Less Returns and Allowances \_\_\_\_\_  
**EXPENSES**  
 Advertising \_\_\_\_\_  
 Automobile Expense (complete section to right) \_\_\_\_\_  
 Bank Service Charges \_\_\_\_\_  
 Cleaning & Janitorial \_\_\_\_\_  
 Commissions/Independent Contractors \_\_\_\_\_  
 Computer & Internet Expenses \_\_\_\_\_  
 Dues & Publications \_\_\_\_\_  
 Education & Seminars \_\_\_\_\_  
 Employee Benefit Programs \_\_\_\_\_  
 Fines & Penalties (Non-Deductable) \_\_\_\_\_  
 Insurance (Fire, Liability, Workers Comp) \_\_\_\_\_  
     Health Insurance \_\_\_\_\_  
     Life & Disability Insurance \_\_\_\_\_  
 Interest (Business Related) \_\_\_\_\_  
 Legal & Professional Fees \_\_\_\_\_  
 Licenses & Permits \_\_\_\_\_  
 Office Supplies & Expenses \_\_\_\_\_  
 Postage & Freight \_\_\_\_\_  
 Rent/Lease Business Property \_\_\_\_\_  
 Repairs & Maintenance (Not Home Office) \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Taxes (not Income Tax or Sales Tax) \_\_\_\_\_  
 Travel & Lodging (Out of Town) \_\_\_\_\_  
 Meals & Entertainment \_\_\_\_\_  
 Telephone (Local, Long Distance, Cell) \_\_\_\_\_  
 Tools Replacement \_\_\_\_\_  
 Uniforms \_\_\_\_\_  
 Utilities (Not Home Office) \_\_\_\_\_  
 Wages & Salaries Paid Out \_\_\_\_\_  
     Payroll Taxes \_\_\_\_\_  
 Other Expenses (Please List) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COST OF GOODS SOLD**  
 Product Purchased for Resale \_\_\_\_\_  
 Product Used for Personal Use \_\_\_\_\_  
 Materials and Supplies \_\_\_\_\_  
 Contract Labor \_\_\_\_\_  
 Beginning Inventory \_\_\_\_\_  
 Ending Inventory \_\_\_\_\_

## BUSINESS USE OF VEHICLE

Vehicle Description \_\_\_\_\_  
 Date Vehicle was Placed in Service \_\_\_\_\_  
 Original Purchase Price or Other Basis \_\_\_\_\_  
**Mileage (All Fields Required)**  
     Business Miles \_\_\_\_\_  
     Commuting Miles \_\_\_\_\_  
     Other Personal Miles \_\_\_\_\_  
     Total Miles \_\_\_\_\_  
**Actual Expenses Paid**  
     Gasoline & Oil \_\_\_\_\_  
     Repairs, Tires, Car Washes \_\_\_\_\_  
     Auto Insurance \_\_\_\_\_  
     Registration Fees \_\_\_\_\_  
     Vehicle Loan Interest \_\_\_\_\_

## OFFICE IN HOME EXPENSES

Area Used Exclusively for Business \_\_\_\_\_ sq. ft.  
 Total Area of Home \_\_\_\_\_ sq. ft.  
 Mortgage Interest \_\_\_\_\_  
 Property Taxes \_\_\_\_\_  
 Mortgage Insurance \_\_\_\_\_  
 Homeowners Insurance \_\_\_\_\_  
 Rent \_\_\_\_\_  
 Repairs & Maintenance \_\_\_\_\_  
 Utilities \_\_\_\_\_  
 Other Expenses \_\_\_\_\_