

**BUSINESS WORKSHEET - TAX YEAR 2023**

Name of Business / DBA / LLC / CORP: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Employee Identification Number (EIN): \_\_\_\_\_

Principal Business Type or Profession: \_\_\_\_\_

The business is operated by the:  
(Check One)

Taxpayer

Corporation

Spouse

LLC/LLP *Limited Liability Company*

Both

Any payments over \$600 to Subcontractors which require you to file Form 1099? YES  NO

If YES, did you or will you file all required Forms 1099/1096? YES  NO

**BUSINESS INCOME** (without sales tax): \_\_\_\_\_

**Other Income** (fuel refunds, etc.): \_\_\_\_\_

**COST of GOODS SOLD** (items resold or cost of materials used in your service/product): \_\_\_\_\_

**EXPENSES:**

Advertising (websites, ads, promotional items): \_\_\_\_\_

Commissions: \_\_\_\_\_

Subcontract / Independent Labor: \_\_\_\_\_

Employee Benefits (pension match, life insurance): \_\_\_\_\_

Employee Health Insurance: \_\_\_\_\_

Self Employed Health Insurance (for OWNER only): \_\_\_\_\_

Business Insurance: \_\_\_\_\_

Liability Insurance: \_\_\_\_\_

Workers Compensation Insurance: \_\_\_\_\_

Mortgage Interest (Business only – NOT your home): \_\_\_\_\_

Business Loans & Credit Card Interest: \_\_\_\_\_

Legal and Professional Fees: \_\_\_\_\_

Office Supplies (paper, software, pens, stamps): \_\_\_\_\_  
General Supplies (equipment, misc. items): \_\_\_\_\_  
Machine & Equipment Rental: \_\_\_\_\_  
Property / Office Rental: \_\_\_\_\_  
Repair & Maintenance on Building, Land: \_\_\_\_\_  
Repair & Maintenance on Equipment: \_\_\_\_\_  
Business Property Tax: \_\_\_\_\_  
Excise or Highway Tax: \_\_\_\_\_  
Licenses, Permits and Fees (DBA fees, permits): \_\_\_\_\_  
Travel (hotel, airfare, rental car – See Vehicle Worksheet for Auto/Truck): \_\_\_\_\_  
Client Business Meals (NOT personal entertainment): \_\_\_\_\_  
Employee Meals / Staff Parties: \_\_\_\_\_  
Utilities (propane, electric, heat/oil, village water): \_\_\_\_\_  
GROSS Wages – Employee (Please submit W-3 and Year End payroll summary for taxes.): \_\_\_\_\_

**OTHER EXPENSES:**

Bank Fees & Service Charges: \_\_\_\_\_  
Business Gifts (items purchased for customers - \$25 limit/per gift): \_\_\_\_\_  
Dues & Subscriptions (magazines, memberships, online, QuickBooks): \_\_\_\_\_  
Internet: \_\_\_\_\_  
Computer Services: \_\_\_\_\_  
Parking & Tolls: \_\_\_\_\_  
Shipping & Freight Charges: \_\_\_\_\_  
Continuing Education: \_\_\_\_\_  
Telephone / Cell Phone Service: \_\_\_\_\_  
Security: \_\_\_\_\_  
Small Tools: \_\_\_\_\_  
Uniforms / Laundry Service: \_\_\_\_\_  
Waste Removal: \_\_\_\_\_  
**Other (Please list specific item(s) below and amount):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIXED ASSETS:**

List any purchases of furniture, equipment over \$3,000. **Submit sale invoices for large purchases over \$3,000 only.**

Description (Model, Year, Type)	Price	Date Purchased

List any assets that you sold, traded, or disposed of this tax year:

Description (Model, Year, Type)	Selling Price, Trade Value or Disposal	Date Disposed, Sold or Traded

**OFFICE IN HOME**

*This applies only to fully dedicated office space.*

Total square footage of finished living space (not attic or unfinished basement): \_\_\_\_\_

Square Footage dedicated for business use only: \_\_\_\_\_

**Expenses: DO NOT** include amounts from the above business expenses. Don't duplicate expenses.

Mortgage Interest only (not entire payment) or Rent payment \_\_\_\_\_

Real Estate Taxes (school, county/town/village) \_\_\_\_\_

Homeowners / Renters Insurance \_\_\_\_\_

Repairs & Maintenance \_\_\_\_\_

Utilities: \_\_\_\_\_

Water & Sewer: \_\_\_\_\_

**Other Tax / Business Information for BTG:**

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**AUTO / TRUCK EXPENSES – See Vehicle Worksheet**

<b>Auto and Truck Expense worksheet</b>	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Year of Vehicle				
Make and Model of vehicle				
Date Purchased or Acquired				
Date placed in business service				
Type of Vehicle (Auto or Truck)				
Total miles driven (sum equals 3 lines below)				
Business miles				
Commuting miles				
Personal miles				
Did you have another vehicle for personal use	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
Vehicle used primarily by owner or related person	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
Do you have written evidence (mileage log, report) of business use claimed	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
Vehicle leased	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
<b>Actual Expenses (If using this method, typical of heavy or costly vehicles):</b>				
Cost of Vehicle (including special installed equipment i.e. Tool box, Plow)				
Gasoline				
Oil, maintenance and repairs				
Insurance				
Registration and license				
Lease payments				
Interest <b>ONLY</b> portion of Vehicle loan payments (NOT full monthly payment)				
Did you sell or trade in a previously used business vehicle-	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
If YES, please include the dealer invoice or other documentation.				