

Business worksheet- Complete or provide Accounting Reports

Tax Year: _____

SECTION - BUSINESS

Business Name: _____

Business Street Address: _____

City, State & Zip _____

Federal Employer ID #(if established) _____

Amount:

Business Income: _____

Costs of Goods Sold: (cost of product made or resold) _____

Assets: Purchases of FURNITURE, VEHICLES, EQUIPMENT over \$3,000

Include description, model, year, date purchased

#1- _____

#2- _____

#3- _____

#4- _____

Amount:

Expenses

Advertising (websites, social media, costs to promote the business) _____

Employee Benefits: health insurance _____

Pension plan match for employees _____

Subcontract Labor (people you paid for services) _____

***If you paid subcontractors, did you issue 1099s? YES OR NO _____

Insurance - Disability, Liability, WC (NOT auto) _____

Interest Expense(business loans or credit cards) _____

Legal fees (business service or contracts or litigation) _____

Accounting (tax return prep, payroll service fees or bookkeeping) _____

Office Supplies (paper, software, pens, postage, small office equip) _____

Equipment Rental _____

Rental of property for business not personal home _____

Repairs & Maintenance (repairs on equipment, waste removal) _____

Supplies (equipment, misc items) _____

Payroll Taxes- (pnly if you have the exact amount) _____

Business Real Estate Taxes (only if you own a business building) _____

Licenses, Permits and Fees (DBA or LLC, sign permit) _____

Travel (plane, taxi, subway, rental car, rental car gas, hotel) _____

Meals (input total but only 50% is deductible) _____

Utilities-(propane, electric, heating oil, village water but NOT phone) _____

GROSS Wages- Employee (this will match FORM W-3) _____

Professional Development (courses for professional education) _____

Parking and Tolls _____

Dues and Subscriptions (magazines, memberships, online too) _____

Bank Fees and credit card charges _____

Telephone and Cell Phone _____

Business Gifts (items purchased for customers \$25 limit per gift) _____

Uniforms and cost to launder _____

Internet costs _____

Other: Small tools, Waste Removal, other items, etc. _____

Total Expenses

Profit for taxes before auto or office in home

Supplemental Business Expense Information

Health Insurance cost for business owner

SECTION - OFFICE IN HOME

Amount:

Total Square footage of home living space(Not attic or unfinished basement):

Square Footage for business only:

Mortgage Interest

Real Estate Taxes(school and town)

Home Owners/Renters Insurance

Repairs & Maintenance

Utilities

Water & Sewer

Rent

Total

Assets: Sold, Traded or Disposed of this tax year

#1-

#2-

#3-

#4-
