

THOMSON & METIVIER
PC
certified public accountants

Tax Year: _____

Business Name: _____

Tax ID #: _____

INCOME	AMOUNT
Gross Receipts	
1099 Income (include copies)	
Other	
TOTAL INCOME	

COST OF GOODS SOLD	AMOUNT
Start of Year Inventory	
Purchases	
Cost of Labor	
Other	
End of Year Inventory	

BUSINESS EXPENSES	AMOUNT
Advertising	
Bank/Credit Card Fees	
Contract Labor (1099 Employees)	
Dues & Subscriptions	
Employee Benefits	
Business Meals	
Insurance	
Interest	
Internet / Cable	
Legal & Professional Fees	
Accounting Fees	
Licenses & Permits	
Office Expenses	
Postage & Shipping	
Rent	
Equipment Rental	
Repairs & Maintenance	
Seminar & Conferences	
Small Tools & Equipment	
Software	
Supplies	
Taxes	
Payroll	
Sales	
Property	
Other	
Telephone	
Travel Expenses	
Utilities	
Wages	
Other (List)	
TOTAL EXPENSES	

Any new business asset or equipment purchases?

Include description of items, cost, and date of acquisition

Any outstanding loans?

Include loan amount, balance at beginning of year, balance at year end, interest paid throughout the year and loan terms

VEHICLE EXPENSES	AMOUNT
Make / Model / Year of Vehicle	
Vehicle Registration	
Interest on Vehicle Loan	
Parking & Tolls	
Gas	
Maintenance & Repairs	
Overall Mileage for the year	
Business Mileage	

HOME OFFICE EXPENSES	AMOUNT
Total Square Footage of Home	
Total Square Footage of Office	
Rent	
Mortgage Interest	
Property Taxes	
Utilities	
Insurance	
Phone / Internet	
Repairs / Maintenance	