

General Business Information

Name of Business _____ EIN _____
 Owner Name _____ Start Date _____
 Business Type Sole Proprietor Single Member LLC
 Address (If separate from owner) _____

INCOME & EXPENSES

Cash Receipts _____
 1099 Income _____
 Interest Income _____
 Other _____
 TOTAL GROSS _____

Product Purchased for Resale _____
 Product Used for Personal Use _____
 Materials _____
 Beginning Inventory _____
 Ending Inventory _____

Advertising _____
 Bank Fees _____
 Cleaning/Janitorial _____
 Commissions _____
 Dues/Pubs _____
 Education _____
 Interest _____
 Office Supplies _____
 License/Permits _____
 Postage _____
 Sm. Tools _____
 Repairs/Maint _____
 Supplies _____
 Education _____
 Contractor _____
 Fines/Penalties _____
 Travel _____

Computer Programs _____
 Computer Subscription _____
 Training Seminars _____
 Education _____
 Insurance (Do not include health or auto)
 Work Comp _____
 Liability _____
 Other _____
 Legal/Professional _____
 Rent _____
 Real Estate _____
 Machinery _____
 Taxes (not income or sales taxes)
 Estimated _____
 Employee _____
 Other _____
 Meals (travel & client) _____

INCOME & EXPENSES (CONT)

Assets:	Date Purchased	Amt
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AUTO - BUSINESS USE OF VEHICLE

Vehicle Description _____

Mileage (All fields are **required** even if actual expenses are used)

- Business Miles _____
- Communting _____
- Personal _____
- Other _____

OFFICE IN HOME

Sq Ft of Area Used Exclusively for Business _____
 Total Sq ft of Home _____

Assets Purchased (Equipment and Supplies that have 1+ year use)

Description	Purchase Date	Amount	Bought Used?