## **BUSINESS INCOME & EXPENSE**

This information is used to calculate business profit or loss. Various categories are provided. Write in the amount of income or expense you had for the entire year. You may need to add up your receipts, amounts from checkbook, etc. You only need to provide amounts for categories that apply.

**Business Na** Address 1 Address 2 City, State, Z Telephone Tax I.D. Nun

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Income   Gross Receipts or Sales   Returns and Allowances   Cost of Goods Sold   Other Income   Rental Income   Royalty Income	Cost of Goods Sold   Beginning Inventory   Purchases less cost of items   Cost of Labor   Material and Supplies   Other Costs   Ending Inventory
Advertising	Insurance
Newspaper Ad	Property
TV/Radio Ads	Fire/Theft/Flood
Business Cards	Workmen's Comp
Other Advertising	Merchandise & Inventory
	Credit Insurance
Bad Debts	Business Interruption
Uncollected A/R	Errors & Omission
Other	Disability (not employees)
Vehicle Expenses	Interest Expense
Gas & Oil	Mortgage (paid to banks)
	Other
Maintenance & repairs	
License	Legal & Professional Services
Wash/wax/misc	Attorney Fees
Tires/battery	Accounting Fees
Vehicle rental	Tax Preparation Fees
Lease payments	
	Office Expense
Contract Labor	Supplies
Subcontractors	Typewriters
	Computers & Printers
Doniction	
Depletion	Print cartridges, paper
Depletion	Envelopes, mailers
Depression & Castion 170	Calculators
Depreciation & Section 179	Copy Machines
Depreciation Exp	Cash registers
Section 179	Postage, UPS, Registered
	Accounting Records
Employee Benefit Programs	Other
Accident & Health Plans	
Group Term Life Insurance	Pension & Profit Sharing
Dependent Care Assistance	Pension & Profit Sharing - Employee
Solf Employed Health Insurance	Ponsion & Profit Sharing - Solf

Self-Employed Health Insurance

Pension & Profit Sharing - Self

Page 1 of 2

## **BUSINESS INCOME & EXPENSE continued**

Rent or Lease	Utilities
Vehicles, Machinery & Equipment	Electric
Buildings, Office Space	Gas
Other Business Property	Telephone
	Water
Repairs & Maintenance	
Labor	Wages
Supplies/Parts	Salaries - Officers only
Other	Salaries - Non-officers
	Wages
Supplies (Cleaning)	
Janitorial Supplies	Other Expenses
Other Cleaning Supplies	Amortization
	Bank Service Charges
Taxes & Licenses	Business Publications
Real Estate	Laundry / Cleaning
Personal Property	Trade Organization Dues
Sales Taxes	Miscellaneous Expenses
Social Security/Medicare Taxes-Employer	
Federal Unemployment	
State Unemployment	Other expenses not listed elsewhere (list below)
Federal Highway Use Tax	
Licenses (Business)	
Regulatory Fees	
Other Taxes	
Travel	
Lodging (Hotel/Motel)	
Meals (can deduct 50%)	

## **Other Comments:**

## Please provide this information to:

Entertainment Expenses Parking fees, tolls Airline Tickets Car Rental

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