

1. Income Summary

- 1. Total from all Forms 1099-K _____
- 2. Total from all Forms 1099-MISC and 1099-NEC _____
- 3. Total revenue not reported on 1099 Forms _____

- 4. Total Revenue from all sources _____

- 5. Total bank deposits during year _____

Do you track revenue on CASH BASIS or ACCRUAL BASIS or some other method? _____

2. Expenses List (may not be all-inclusive)

- Cost of Materials for resale _____
- Independent Contractors for jobs _____
- Other Cost of Goods Sold _____

- Accounting & Bookkeeping fees _____
- Advertising & Marketing _____
- Bank Fees & Charges _____
- Commissions Paid _____
- Postage, Delivery & Freight Out _____
- Dues & Subscriptions _____
- Client Gifts _____
- Liability Insurance _____
- Building & Equipment (P&C) Insurance _____
- Workers Comp _____
- Janitorial _____
- Laundry & Dry-cleaning of uniforms _____
- Licenses & Fees _____
- Office Expenses _____
- Office Supplies _____
- Job Supplies _____
- Outside Services _____
- Printing & Reproduction _____
- Rent – Office & Real Property _____
- Rent – Equipment _____
- Repairs & Maintenance _____
- Retirement Plan (Company contributions) _____
- Salary & Wages (Owners only) _____
- Salary & Wages (all others) _____
- Taxes – Employer-paid payroll taxes _____

- Security _____
- Taxes – State & Franchise Tax _____
- Taxes – Property _____
- Telephone – Landline _____
- Telephone – Mobile _____
- Internet _____
- Travel – Transportation _____
- Travel – Hotels/Lodging _____
- Utilities _____
- Continuing Education _____
- Online Services & Software _____
- Other Software _____
- Convention fees & Seminars _____
- Health Insurance _____
- Other Employee Benefits _____
- Interest Expense _____
- Other Expenses _____

- Meals with Customers & Prospects _____
- Meals for Employees _____
- Meals while away on overnight travel _____

- Number of vehicles used for business _____
- Business Miles _____
- Non-Business Miles _____
- Do you have written records of business miles? _____
- Parking & Tolls _____

3. Asset Purchases

- Computers, Printers, and related equipment _____
- Manufacturing Equipment _____
- Other Office Equipment _____
- Furniture & Fixtures _____
- Leasehold Improvements _____
- Buildings Purchased _____
- Building Improvements _____
- Other Assets (LIST) _____