

YEARLY INCOME AND EXPENSES

Year _____

Name _____

Telephone _____

Address _____

Title _____

INCOME

Gross Sales _____

(ADD TOTAL OF ALL DEPOSITS)

Returns _____

Form 1099-MISC (Box 7) _____

Form 1099-MISC (Box 3) _____

Previous Yr End Inv _____

Current Yr End Inv _____

**ALL AMOUNTS FOR PRODUCT/Merchandise
SHOULD BE GIVEN IN WHOLESALE**

EXPENSES

Product Purchases - Use Wholesale Amount

 Purchases from Co. _____

 Purchases from Cons. _____

Display/Demos _____

Hostess Free Gifts _____

Hostess Free Jewelry _____

Sales Aids _____

Business Gifts _____

 Case _____

 Tote Bag _____

Company Logo Clothing _____

Bad Checks _____

Unit Meeting Expenses (Food, Beverages, Handouts) _____

Automobile Expenses

Total Miles Driven for the Year _____

Business Miles _____

Gas/Oil Changes _____

Repairs/Auto Expense _____

Car Insurance _____

Tags & License _____

Car Lease Payments _____

Car Interest (from Car Loan) _____

AAA Membership _____

Travel Accident Insurance _____

Car Washes _____

Advertising and Related Expenses

Training Materials _____

Business Cards _____

██████████ Pers. Bus. Tools _____

Vendor Fees _____

Printing, Flyers _____

Yellow, Business Pages _____

██████████ Donations to Charity _____

Consultant Prizes Incentives _____

██████████ Web Page _____

Bus. Liability Insurance _____

Fundraiser/KickOff Show Proceeds _____

Miscellaneous ExpensesPhone _____
(long distance calls, phone features, 2nd line charges)

Cellular Line Charges _____

Office Supplies _____

* Meeting Room Rent _____

* Equipment Purchased* _____

Freight _____

Postage _____

Professional Publications _____

Office Furniture Purchased _____

Office Furniture/Machinery Leased _____

* Internet Service Fee _____

*i.e., answering machine/telephone, computer/copier/
printer/cellular phone/charger**Business Expense**

Bank Service Charges _____

Wire Transfer Fees _____

Legal/Accounting Fees _____

Prior Year Tax Prep Fee _____

Secretary _____
(include name, social security # if paid over \$600)

Non-Office Help(i.e. cleaning) _____

Interest (Business Loan, Credit card) _____

Credit Card Processing Fees _____

Continuing Education

Seminar/Leadership _____

Convention Registration _____

Business Travel Expenses

Plane/Train Fare _____

Taxi/Bus/Limousine _____

Car Rental _____

Hotel _____

Tips _____

Meals/Entertainment _____

Dry Cleaning/Laundry Service _____

Parking/Tolls _____

Office in Home Expense

Electric _____

Water _____

Gas _____

Garbage _____

Dwelling Rent _____

Mortgage Interest _____

Real Estate Tax _____

House Insurance _____

Repairs/Maint. _____

Home Improvements _____

Square Feet Used for Business _____

Total Square Feet of Home _____

Health Insurance

Amounts Paid in for Policy if
fully Self Employed _____

Itemized Deduction Information

Health Insurance Premiums _____
(through a job)

Medical/Dental Expenses _____

State Tax or Local Tax from a W-2 _____

Personal Property Tax(car) _____

Investment Interest _____

Cash Contributions _____

Non-Cash Contributions _____
(www.itsdeductible.com)

Safety Deposit Box _____

Cont. Education _____

Uniforms, Union dues _____

Childcare Services

Child Care Amount _____

Provider's Name(s) _____

Address(es) _____

Social Security # _____
(Required information in order to write off)

Federal Quarterly Estimates

April 15, _____

June 15, _____

September 15, _____

January 15, _____

State Quarterly Estimates

April 15, _____

June 15, _____

September 15, _____

January 15, _____