



"ACCOUNTING TODAY FOR TOMORROW'S FUTURE"

Business Income, Cost of Goods & General Business Expenses

Business Name: _____ EIN: _____

Tax Year: _____

☐ Income: \$ _____

☐ Cost of Goods: \$ _____ for: _____

Cost of Goods: \$ _____ for: _____

Cost of Goods: \$ _____ for: _____

Cost of Goods: \$ _____ for: _____

☐ Advertising: \$ _____

☐ Automobile Expenses:

o Beginning of Year Mileage: _____

o End of Year Mileage: _____

o Percentage/Number of Total Miles for Business Use:

From 1/1-12/31: _____

o Percentage/Number of Total Miles for Personal Use: _____

o Gas: \$ _____

o Repairs/Maintenance: \$ _____

o Automobile Insurance: \$ _____

☐ Commissions: \$ _____



"ACCOUNTING TODAY FOR TOMORROW'S FUTURE"

- ☐ Subcontract Labor: \$_____
- ☐ Insurance: \$_____ Type: _____
- ☐ Professional Services
 - Legal Services: \$_____ Accounting: \$_____
- ☐ Home Office Expenses
 - Office Supplies: \$_____ Software Fees: \$_____
 - Other: \$_____ for _____
 - Total Square Footage of Home: _____
 - Total Square Home Office Square Footage: _____
- ☐ Repairs and Maintenance: \$_____
- ☐ Supplies: \$_____
- ☐ Rent or Lease: \$_____
- ☐ Travel Expenses:
 - Airfare: \$_____
 - Baggage Fees: \$_____
 - Lodging: \$_____
 - Parking/Tolls: \$_____
- ☐ Meals and Entertainment: \$_____
- ☐ Uniforms: \$_____
- ☐ Utilities
 - Electricity: \$_____ Water: \$_____
 - Gas: \$_____ Trash: \$_____



"ACCOUNTING TODAY FOR TOMORROW'S FUTURE"

Other Business Expenses

☐ Other Expenses: \$_____ for _____

☐ Other Expenses: \$_____ for _____

☐ Other Expenses: \$_____ for _____

☐ Other Expenses: \$_____ for _____

☐ Other Expenses: \$_____ for _____

☐ Other Expenses: \$_____ for _____

☐ Other Expenses: \$_____ for _____

☐ Other Expenses: \$_____ for _____

☐ Other Expenses: \$_____ for _____

☐ Other Expenses: \$_____ for _____

☐ Other Expenses: \$_____ for _____

☐ Other Expenses: \$_____ for _____