



"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: \$ _____



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- 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: \$_____



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Other Business Expenses

- Other Expenses: \$ _____ for _____
- Other Expenses: \$ _____ for _____