



Business Tax Record Book

Month of _____

Business Income

	Date	Customer	Quantity	Cash sales	Credit sales	Gross sales	Sales tax collected*		Returns & allowances
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* Is sales tax included in gross sales? ___ Yes ___ No

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* Is sales tax included in gross sales? Yes No

Month of _____

Business Expenses

	Date	Paid to	Description	Check or cash	Credit	1 Total expenses	2 Purchases	3 Advertising	4 Auto	5 Dues & pubs	6 Freight & trucking	7 Insurance
1												
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	8 Interest	9 Labor hired	10 Legal & professional	11 Office supplies	12 Operating supplies	13 Rent	14 Repairs	15 Taxes	16 Utilities	17	18	19	20 Misc.
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Annual Summary of Income

Month	Quantity	Cash sales	Credit sales	Gross sales	Sales tax collected*			Returns & allowances
January								
February								
March								
3 month total								
April								
May								
5 month total								
June								
July								
August								
8 month total								
September								
October								
November								
December								
Year total								

* Is sales tax included in gross sales? Yes No

Annual Summary of Expenses

Month	1 Total expenses	2 Purchases	3 Avertising	4 Auto	5 Dues & pubs	6 Freight & trucking	7 Insurance	8 Interest	9 Labor hired	10 Legal & professional
January										
February										
March										
3 month total										
April										
May										
5 month total										
June										
July										
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8 month total										
September										
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January										
February										
March										
3 month total										
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