## Business Tax Record Book

Month of

|  | Date | Customer | Quantity | Cash sales | Credit sales | Gross sales | Sales tax collected* |  |  | Returns \& allowances |
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Business Income

Month of

|  | Date | Customer | Quantity | Cash sales | Credit sales | Gross sales | Sales tax collected* |  |  | Returns \& allowances |
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## Business Income

Month of

Month of

|  | Date | Customer | Quantity | Cash sales | Credit sales | Gross sales | Sales tax collected* |  |  | Returns \& allowances |
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Month of


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## Business Income

Month of


Business Income

Month of


Business Income

Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | $3$ <br> Advertising | $4$ <br> Auto | Dues \& pubs | 6 <br> Freight \& trucking | 7 <br> Insurance |
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| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  | 8 <br> Interest | $\begin{array}{\|c\|} 9 \\ \text { Labor hired } \end{array}$ | 10 Legal \& professional | $\begin{gathered} 11 \\ \text { Office } \\ \text { supplies } \end{gathered}$ | 12 Operating supplies | $13$ <br> Rent | $14$ <br> Repairs | $\begin{gathered} 15 \\ \text { Taxes } \\ \hline \end{gathered}$ | $\begin{gathered} 16 \\ \text { Utilities } \\ \hline \end{gathered}$ | 17 | 18 | 19 | $20$ <br> Misc. |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | $3$ <br> Advertising | $4$ <br> Auto | Dues \& pubs | 6 <br> Freight \& trucking | 7 <br> Insurance |
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|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  | $\begin{gathered} \hline 8 \\ \text { Interest } \end{gathered}$ | $\begin{gathered} 9 \\ \text { Labor hired } \end{gathered}$ | $\begin{array}{c\|} \hline 10 \\ \text { Legal \& } \\ \text { professional } \end{array}$ | $\begin{gathered} 11 \\ \text { Office } \\ \text { supplies } \end{gathered}$ | 12 Operating supplies | $13$ <br> Rent | $\begin{gathered} 14 \\ \text { Repairs } \end{gathered}$ | $\begin{gathered} 15 \\ \text { Taxes } \end{gathered}$ | $\begin{gathered} 16 \\ \text { Utilities } \end{gathered}$ | 17 | 18 | 19 | $\begin{gathered} \hline 20 \\ \text { Misc. } \end{gathered}$ |
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Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | 3 <br> Advertising | $4$ <br> Auto | 5 <br> Dues \& pubs | 6 <br> Freight \& trucking | $7$ <br> Insurance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  | $8$ <br> Interest | $\begin{gathered} 9 \\ \text { Labor hired } \end{gathered}$ | $\begin{gathered} 10 \\ \text { Legal \& } \\ \text { professional } \end{gathered}$ | $\begin{gathered} \hline 11 \\ \text { Office } \\ \text { supplies } \end{gathered}$ | 12 Operating supplies | $13$ <br> Rent | $14$ <br> Repairs | $\begin{gathered} \hline 15 \\ \text { Taxes } \\ \hline \end{gathered}$ | $16$ <br> Utilities | 17 | 18 | 19 | $\begin{gathered} 20 \\ \text { Misc. } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | $3$ <br> Advertising | $4$ <br> Auto | Dues \& pubs | 6 <br> Freight \& trucking | $7$ <br> Insurance |
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| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  | 8 <br> Interest | $\begin{gathered} 9 \\ \text { Labor hired } \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline 10 \\ \text { Legal \& } \\ \text { professional } \end{array}$ | 11 Office supplies | 12 Operating supplies | $13$ <br> Rent | $\begin{gathered} 14 \\ \text { Repairs } \end{gathered}$ | $\begin{gathered} 15 \\ \text { Taxes } \end{gathered}$ | $\begin{gathered} \hline 16 \\ \text { Utilities } \end{gathered}$ | 17 | 18 | 19 | $\begin{gathered} \hline 20 \\ \text { Misc. } \\ \hline \end{gathered}$ |
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| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | $3$ <br> Advertising | $4$ <br> Auto |  | 6 <br> Freight \& trucking | 7 <br> Insurance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| 30 |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  | 8 <br> Interest | $\begin{gathered} 9 \\ \text { Labor hired } \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline 10 \\ \text { Legal \& } \\ \text { professional } \end{array}$ | 11 Office supplies | 12 Operating supplies | $13$ <br> Rent | $\begin{gathered} 14 \\ \text { Repairs } \end{gathered}$ | $15$ <br> Taxes | $\begin{gathered} \hline 16 \\ \text { Utilities } \end{gathered}$ | 17 | 18 | 19 | $\begin{gathered} \hline 20 \\ \text { Misc. } \\ \hline \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | $3$ <br> Advertising | $4$ <br> Auto |  | 6 <br> Freight \& trucking | 7 <br> Insurance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| 30 |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  | 8 Interest | $\stackrel{9}{\text { Labor hired }}$ | $\begin{gathered} 10 \\ \text { Legal \& } \\ \text { professional } \end{gathered}$ | $\begin{gathered} 11 \\ \text { Office } \\ \text { supplies } \end{gathered}$ | 12 Operating supplies | $\begin{gathered} 13 \\ \text { Rent } \\ \hline \end{gathered}$ | $14$ <br> Repairs | $\begin{gathered} 15 \\ \text { Taxes } \end{gathered}$ | $\begin{gathered} \hline 16 \\ \text { Utilities } \end{gathered}$ | 17 | 18 | 19 | $20$ <br> Misc. |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | $3$ <br> Advertising | $4$ <br> Auto |  | 6 <br> Freight \& trucking | 7 <br> Insurance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  | 8 Interest | $\begin{gathered} 9 \\ \text { Labor hired } \end{gathered}$ | $\begin{array}{c\|} \hline 10 \\ \text { Legal \& } \\ \text { professional } \end{array}$ | 11 Office supplies | 12 Operating supplies | $13$ <br> Rent | $\begin{gathered} 14 \\ \text { Repairs } \end{gathered}$ | $\begin{gathered} 15 \\ \text { Taxes } \end{gathered}$ | $\begin{gathered} 16 \\ \text { Utilities } \end{gathered}$ | 17 | 18 | 19 | $\begin{gathered} \hline 20 \\ \text { Misc. } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | $3$ <br> Advertising | $4$ <br> Auto |  | 6 <br> Freight \& trucking | 7 <br> Insurance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |
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| 22 |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |
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| 26 |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  | $8$ <br> Interest | $\begin{gathered} 9 \\ \text { Labor hired } \end{gathered}$ | $\begin{array}{\|c\|} \hline 10 \\ \text { Legal \& } \\ \text { professional } \\ \hline \end{array}$ | $\begin{gathered} \hline 11 \\ \text { Office } \\ \text { supplies } \\ \hline \end{gathered}$ | 12 Operating supplies | $13$ <br> Rent | $14$ <br> Repairs | $\begin{gathered} \hline 15 \\ \text { Taxes } \\ \hline \end{gathered}$ | $16$ <br> Utilities | 17 | 18 | 19 | $\begin{gathered} 20 \\ \text { Misc. } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | $3$ <br> Advertising | $4$ <br> Auto |  | 6 <br> Freight \& trucking | 7 <br> Insurance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| 13 |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |
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| 27 |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  | 8 <br> Interest | $\begin{gathered} 9 \\ \text { Labor hired } \end{gathered}$ | $\begin{gathered} 10 \\ \text { Legal \& } \\ \text { professional } \end{gathered}$ | $\begin{gathered} 11 \\ \text { Office } \end{gathered}$ supplies | 12 Operating supplies | $13$ <br> Rent | $14$ <br> Repairs | $\begin{gathered} \hline 15 \\ \text { Taxes } \\ \hline \end{gathered}$ | $16$ <br> Utilities | 17 | 18 | 19 | $20$ <br> Misc. |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 24 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | $3$ <br> Advertising | $4$ <br> Auto |  | 6 <br> Freight \& trucking | 7 <br> Insurance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |
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| 24 |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |  |  |  |
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| 30 |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  |  | 9 Labor hired | $\begin{gathered} 10 \\ \text { Legal \& } \\ \text { professional } \end{gathered}$ |  | 12 <br> Operating supplies | $13$ <br> Rent |  |  |  | 17 | 18 | 19 | $20$ <br> Misc. |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | $3$ <br> Advertising | $4$ <br> Auto |  | 6 <br> Freight \& trucking | 7 <br> Insurance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| 30 |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  | 8 <br> Interest | $\begin{gathered} 9 \\ \text { Labor hired } \end{gathered}$ | $\begin{gathered} 10 \\ \text { Legal \& } \\ \text { professional } \end{gathered}$ | $\begin{gathered} 11 \\ \text { Office } \end{gathered}$ supplies | 12 Operating supplies | $13$ <br> Rent | $14$ <br> Repairs | $\begin{gathered} \hline 15 \\ \text { Taxes } \\ \hline \end{gathered}$ | $16$ <br> Utilities | 17 | 18 | 19 | $20$ <br> Misc. |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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Month of

|  | Date | Paid to | Description | Check or cash | Credit | 1 <br> Total expenses | $2$ <br> Purchases | $3$ <br> Advertising | $4$ <br> Auto | Dues \& pubs | 6 <br> Freight \& trucking | $7$ <br> Insurance |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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|  |  | Total |  |  |  |  |  |  |  |  |  |  |


|  | 8 Interest | $\begin{gathered} 9 \\ \text { Labor hired } \end{gathered}$ | $\begin{array}{c\|} \hline 10 \\ \text { Legal \& } \\ \text { professional } \end{array}$ | 11 Office supplies | 12 Operating supplies | $13$ <br> Rent | $\begin{gathered} 14 \\ \text { Repairs } \end{gathered}$ | $\begin{gathered} 15 \\ \text { Taxes } \end{gathered}$ | $\begin{gathered} 16 \\ \text { Utilities } \end{gathered}$ | 17 | 18 | 19 | $\begin{gathered} \hline 20 \\ \text { Misc. } \end{gathered}$ |
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## Sale of Machinery or Equipment

| Date <br> acquired | Date <br> sold | Description | Sales <br> price | Sales <br> expense | Cost | Accumulated <br> depreciation | Profit <br> (Loss) |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |

## Property Purchased

| Date | Check or cash | Paid to | Description | Total purchase price |
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## Casualty Losses and Involuntary Conversions

Enter losses of business property caused by fire, wind, lightning, storms, theft and other casualties.

| Date of <br> casualty | Date <br> acquired | Description of property <br> and casualty | Cost | Salvage value | Insurance <br> reimbursement | Replacement <br> cost | Check or <br> cash |
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## Bad Debts and Losses

Enter information on business debts owed to you that are uncollectible.

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Wage Record
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| Date | Check number | Gross wage | Federal tax withheld | ```Soc. Sec. tax withheld``` | Medicare tax withheld | State tax withheld |  |  | Total withheld | Net wages paid |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| Date | Check number | Gross wage | Federal tax withheld | Soc. Sec. tax withheld | Medicare tax withheld | State tax withheld |  |  | Total withheld | Net wages paid |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| Date | Check number | Gross wage | Federal tax withheld | ```Soc. Sec. tax withheld``` | Medicare tax withheld | State tax withheld |  |  | Total withheld | Net wages paid |
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| Date | Check number | Gross wage | Federal tax withheld | ```Soc. Sec. tax withheld``` | Medicare tax withheld | State tax withheld |  |  | Total withheld | Net wages paid |
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Wage Record
NAME

| Date | Check number | Gross wage | Federal tax withheld | ```Soc. Sec. tax withheld``` | Medicare tax withheld | State tax withheld |  |  | Total withheld | Net wages paid |
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Wage Record
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| Date | Check number | Gross wage | Federal tax withheld | ```Soc. Sec. tax withheld``` | Medicare tax withheld | State tax withheld |  |  | Total withheld | Net wages paid |
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Wage Record
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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? $\qquad$ Yes $\qquad$
NATP


## Annual Summary of Expenses

| Month | $\begin{gathered} 1 \\ \text { Total } \\ \text { expenses } \end{gathered}$ | 2 <br> Purchases | 3 <br> Avertising | 4 <br> Auto | 5 Dues \& pubs | 6 <br> Freight \& trucking | 7 <br> Insurance | 8 Interest | $\begin{gathered} 9 \\ \text { Labor } \\ \text { hired } \end{gathered}$ | $\begin{gathered} 10 \\ \text { Legal \& } \\ \text { professional } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| January |  |  |  |  |  |  |  |  |  |  |
| February |  |  |  |  |  |  |  |  |  |  |
| March |  |  |  |  |  |  |  |  |  |  |
| 3 month total |  |  |  |  |  |  |  |  |  |  |
| April |  |  |  |  |  |  |  |  |  |  |
| May |  |  |  |  |  |  |  |  |  |  |
| 5 month total |  |  |  |  |  |  |  |  |  |  |
| June |  |  |  |  |  |  |  |  |  |  |
| July |  |  |  |  |  |  |  |  |  |  |
| August |  |  |  |  |  |  |  |  |  |  |
| 8 month total |  |  |  |  |  |  |  |  |  |  |
| September |  |  |  |  |  |  |  |  |  |  |
| October |  |  |  |  |  |  |  |  |  |  |
| November |  |  |  |  |  |  |  |  |  |  |
| December |  |  |  |  |  |  |  |  |  |  |
| Year total |  |  |  |  |  |  |  |  |  |  |


| Month | $\begin{gathered} 11 \\ \text { Office } \\ \text { supplies } \end{gathered}$ | 12 <br> Operating supplies | 13 <br> Rent | 14 Repairs | $\begin{gathered} 15 \\ \text { Taxes } \end{gathered}$ | $\begin{gathered} \hline 16 \\ \text { Utilities } \end{gathered}$ | 17 | 18 | 19 | $\begin{gathered} 20 \\ \text { Misc. } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| January |  |  |  |  |  |  |  |  |  |  |
| February |  |  |  |  |  |  |  |  |  |  |
| March |  |  |  |  |  |  |  |  |  |  |
| 3 month total |  |  |  |  |  |  |  |  |  |  |
| April |  |  |  |  |  |  |  |  |  |  |
| May |  |  |  |  |  |  |  |  |  |  |
| 5 month total |  |  |  |  |  |  |  |  |  |  |
| June |  |  |  |  |  |  |  |  |  |  |
| July |  |  |  |  |  |  |  |  |  |  |
| August |  |  |  |  |  |  |  |  |  |  |
| 8 month total |  |  |  |  |  |  |  |  |  |  |
| September |  |  |  |  |  |  |  |  |  |  |
| October |  |  |  |  |  |  |  |  |  |  |
| November |  |  |  |  |  |  |  |  |  |  |
| December |  |  |  |  |  |  |  |  |  |  |
| Year total |  |  |  |  |  |  |  |  |  |  |

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