

Company Name: \_\_\_\_\_

Year: \_\_\_\_\_

EIN: \_\_\_\_\_ Email: \_\_\_\_\_

## PROFIT & LOSS STATEMENT

Revenue	Amount
Product sales	
Gross receipts	
<i>Less sales returns and allowances</i>	

### NET SALES

Cost of Sales	Amount
Beginning inventory	
Goods purchased/manufactured	
Total goods available	
<i>Less ending inventory</i>	
Total cost of goods sold	

### GROSS PROFIT (LOSS)

Business Expenses	Amount
Advertising and marketing expense	
Amortization	
Automobile expenses - <i>please complete mileage form for taxes</i>	
Fuel	
Repairs & Maintenance	
Insurance	
Bad Debt (included in gross sales)	
Bank and Credit Card fees	
Business insurance	
Commissions to other corporations or LLC's	
Contract Labor - 1099s issued	
Contract Labor - 1099s not issued	
Depreciation of property and equipment	
Dues & Subscriptions	
Employee Health Insurance	
Equipment maintenance and rental	
Furniture and equipment	
Interest	
Legal expenses	
Licenses	
Meals	
Office expenses	

Office supplies	
Payroll Expenses	
Wages (Provide W3 form)	
Employer Taxes (SS & Medicare)	
State Unemployment	
Federal Unemployment (940)	
Postage and shipping	
Professional fees	
Rent - paid to business	
Rent - paid to individual & 1099 issued	
Telephone	
Travel	
Lodging	
Air, Transportation	
Utilities	

**TOTAL BUSINESS EXPENSES**

**NET INCOME (LOSS) #VALUE!**

Payments to Shareholders (not loans or payroll)

To:
To:
To:

Loans to company - to be paid back

Equity Contributions:

From:	From:
From:	From:
From:	From:

I attest that the above information has been prepared by the owner, shareholder or partner of the above said business entity and hold harmless and indemnify the preparer of the tax return for the transposition of the figures to my income tax declaration for the above year

Signature

Date

Company Name: \_\_\_\_\_ EIN \_\_\_\_\_

Year: \_\_\_\_\_

Note - if you leased a car, you do not have to give me the mileage - please add the car information on the right side of the form and input all actuals including lease payment in your corporation expenses for the year.

**If you purchased a new car, or financed and you are either S Corp, C Corp or Partnership please complete this for for each year.**

Mileage Information Sheet			
Make	Model	Date In Service	
1			
2			
3			
4			
Starting Mileage	Ending Mileage	Total Mileage	Percent of Business Use
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	

If you purchased a new car or you have added a car to your business during the year please fill out			
Model	Make	Purchase price	Date

\_\_\_\_\_  
Signature Date