Small Business Workshe	eet								
Name of Business:			Type	of Busine	ss:				
			Busin	Business Code: E IN:					
Date operations began: /		/	Date y	our busir	ess closed (if a	applicable):	/	/	
Gross Income (provide all 1099's)		\$	Return	s and Refu	nds			\$	
Cost of Inventory at Beginning of Year		\$	Cost o	f Inventory	Purchased			\$	
Cost of Inventory Withdrawn for Personal Us	se	\$	Cost o	f Inventory	at End of Year			\$	
Advertising		\$	Taxes	& Licenses	3			\$	
Contract Labor		\$	Travel	(airfare, lo	dging, tolls, parl	king, etc.)		\$	
Insurance (other than health)		\$	Meals	& Entertai	nment	-		\$	
Interest-Mortgage (Commercial building)		\$	Utilitie	es (other th	an home)			\$	
Interest-Other		\$	Wages	Paid				\$	
Legal & Professional Services		\$			'Kpuwtcpeg'Rckf			\$	
Office Supplies		\$	Dues &	& Publicati	ons			\$	
Rent or Lease		\$	Postag					\$	
Repairs & Maintenance (other than home)		\$	Teleph	ione				\$	
Supplies		\$	Interne	et				\$	
Vehicle Expense									
Type & Year of Vehicle:					ence written?			Yes or No	
Date First Used for Business:	ate First Used for Business: / / Numb			Number of	umber of Miles Driven for Business				
Do you have another car for personal use? Yes or No			N	Number of Miles Driven for Personal					
Do you have evidence to support the deduction	on?	Yes or No	N	Number of	Miles Driven for	Commuting		mı. mi.	
Home Office			L					1111.	
Square Footage of Home			Cost o	f Utilities l	Except Water per	r Month		\$	
Square Footage of Space/Room Used							\$		
Cost of Home	\$				eowners/Renters			\$	
Number of Months Office was in Home			Other -	- Specify				\$	
List Equipment Purchased During	Yea	r		Date P	urchased	Placed in Se	rvice	Cost	
				/	/	/ /		\$	
				1	/	1 1		\$	
					,	, ,		\$	
					,	, ,			
				/	/	/ /		\$	
				/	/	/ /		\$	
				/	/	/ /		\$	
				/	/	/ /		\$	
If we prepare your business personal property tax return,				/	/	/ /		\$	
please attach a list of property retired d	urin	g tax year.		/	/	/ /		\$	
First-Year Startup & Organizationa	I Ex								
Payee		Date Paid		Purpose				Cost	
		/	/				\$		
		/	/				\$		
		/	/				\$		
		/	/				\$		
Small Business Comments and Ot	her	Expenses:							
Did you make any payments that r	equ	ire you to fil	e Forr	n(s) 109	9? Yes	No			

Rental Real Estate & Roya	alties		
Enter the total amount for the year			
	Property 1	Property 2	Property 3
Type of property (house, condo, etc.)			
Date placed in service	1 1	1 1	1 1
# of days used for personal (if any)			
Address of property			
Income			
Rents received	\$	\$	\$
Royalties received	\$	\$	\$
Expenses			
Advertising	\$	\$	\$
Auto and travel	\$	\$	\$
Cleaning and maintenance	\$	\$	\$
Commissions	\$	\$	\$
Insurance	\$	\$	\$
Legal, professional fees	\$	\$	\$
Management fees	\$	\$	\$
Mortgage interest	\$	\$	\$
Other interest	\$	\$	\$
Repairs & Maintenance	\$	\$	\$
Supplies	\$	\$	\$
Taxes	\$	\$	\$
Telephone	\$	\$	\$
Utilities	\$	\$	\$
	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Other			\$
Other	\$	\$	
Did you make any payments that require filing Form(s) 1099?	Yes No	Yes No	Yes No
Did you actively participate in	Yes No	Yes No	Yes No
management of the property?			
Major Improvements			
Do not include maintenance or repair e			
Date and description	Property 1	Property 2	Property 3
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Sale of property			
Enclose your settlement s	statement for both the	e purchase and sale o	f the property