Business Tax Record Book



	Date	Customer	Quantity	Cash sales	Credit sales	Gross sales	Sales tax collected*		Returns & allowances
1	Date	Oustomer	Quantity	Sales	Sales	GIOSS SAICS	Collected		anowances
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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
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	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
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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
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	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
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	Interest	Labor hired	Legal & professional	Office supplies	Operating supplies	Rent	Repairs	Taxes	Utilities				Misc.
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	Interest	Labor hired	Legal & professional	Office supplies	Operating supplies	Rent	Repairs	Taxes	Utilities				Misc.
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Sale of Machinery or Equipment

Date acquired	Date sold	Description	Sales price	Sales expense	Cost	Accumulated depreciation	Profit (loss)

Property Purchased

Date	Check or cash	Paid to	Description	Total purchase price

Casualty Losses and Involuntary Conversions

Enter losses of business property caused by federally declared disasters or theft.

Date of casualty	Date acquired	Description of property and casualty	Cost	Salvage value	Insurance reimbursement	Replacement cost	Check or cash

Bad Debts and Losses

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

NAME	
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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
Тс	otal								

NAME	

Date	Check number	Gross wage	Federal tax withheld	Soc. Sec. tax withheld	Medicare tax withheld	State tax withheld		Total withheld	Net wages paid
Тс	otal								

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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Тс	otal								

Date	Check number	Gross wage	Federal tax withheld	Soc. Sec. tax withheld	Medicare tax withheld	State tax withheld		Total withheld	Net wages paid
Тс	otal								

Annual Summary of Income

Month	Quantity	Cash sales	Credit sales	Gross sales	Sales tax collected*		Returns & allowances
January							
February							
March							
Quarter 1 total							
April							
May							
June							
Quarter 2 total							
July							
August							
September							
Quarter 3 total							
October							
November							
December							
Quarter 4 total							
Year total							

* Is sales tax included in gross sales?	Yes	No

Annual Summary of Expenses

Month	1 Total expenses	2 Purchases	3 Advertising	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										
August										
8 month total										
September										
October										
November										
December										
Year total										

	11 Office	12 Operating	13	14	15	16	17	18	19	20
Month	supplies	supplies	Rent	Repairs	Taxes	Utilities				Misc.
January										
February										
March										
3 month total										
April										
May										
5 month total										
June										
July										
August										
8 month total										
September										
October										
November										
December										
Year total										