

# SMALL BUSINESS TAX WORKSHEET

Business Name		Tax Year or Calendar Year Ended	
Business Address	City	State	ZIP
Owner's Name		Owner's Taxpayer I.D. Number	
Owner's Address	City	State	ZIP
Type of Business		Employer I.D. Number	
Accounting Method ( ) Cash ( ) Accrual ( ) Other:		Date Business Started	

## Part I. INCOME

1. Sales receipts collected.....	_____
2. SUBTRACT: Sales refunds.....	_____
3. Net sales receipts collected (1. less 2.).....	_____
4. SUBTRACT: Beginning accounts receivable.....	_____
5. ADD: Ending accounts receivable.....	_____
6. <b>Net Sales Receipts (3. less 4. plus 5.).....</b>	_____
7. Interest income.....	_____
8. Rental income.....	_____
9. Sales of business equipment.....	_____
10. Other business income: _____	_____
11. <b>Total Income (add lines 6. through 10.).....</b>	_____

## Part II. COST OF SALES or OPERATIONS: Construction, Distribution, Manufacturing, or Selling.

12. Merchandise purchased for resale.....	_____
13. Materials purchased for construction, manufacture.....	_____
14. Gross wages used in operation.....	_____
15. Subcontractors (provide Name, Address, SS #).....	_____
16. Supplies used in operation.....	_____
17. Other construction, manufacture costs: _____	_____
18. Total operating expenditures (add 12. through 17.)....	_____
19. ADD: Beginning Inventory.....	_____
20. SUBTRACT: Ending Inventory.....	_____
21. <b>Total Cost (add lines 18. and 19. less 20.).....</b>	_____

## Part III. AUTO EXPENSES: Keep logs of business travel.

22. Gas.....	_____
23. Insurance.....	_____
24. Interest on loan.....	_____
25. License plates, vehicle stickers.....	_____
26. Maintenance, oil changes, repairs.....	_____
27. Parking.....	_____
28. Parts, supplies, tires.....	_____
29. Tolls.....	_____
30. <b>Total Auto Expense (add lines 22. through 29.).....</b>	_____
31. Cost of business car purchased this year.....	_____
32. Cash from sale of car sold this year.....	_____
33. Number of business miles traveled this year.....	_____
34. Number of total miles traveled this year.....	_____

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**Part IV. BUSINESS EXPENSES: Items necessary to conduct business. SAVE RECEIPTS.**

- 35. Accounting, tax preparation..... \_\_\_\_\_
- 36. Advertising..... \_\_\_\_\_
- 37. Answering service..... \_\_\_\_\_
- 38. Bad debts, returned checks..... \_\_\_\_\_
- 39. Bank fees, trust fees..... \_\_\_\_\_
- 40. Books, periodicals, references, subscriptions..... \_\_\_\_\_
- 41. Brief case, luggage for business travel..... \_\_\_\_\_
- 42. Cleaning, janitorial services, repairs, maintenance.... \_\_\_\_\_
- 43. Commissions, referral and management fees..... \_\_\_\_\_
- 44. Computer software, supplies..... \_\_\_\_\_
- 45. Gifts and flowers to clients, associates..... \_\_\_\_\_
- 46. Greeting cards, Christmas cards..... \_\_\_\_\_
- 47. Insurance: employee life insurance..... \_\_\_\_\_
- 48. Insurance: employee medical and disability..... \_\_\_\_\_
- 49. Insurance: fire, professional and liability..... \_\_\_\_\_
- 50. Interest on business loans..... \_\_\_\_\_
- 51. Internet and cable TV expenses..... \_\_\_\_\_
- 52. Investment charges..... \_\_\_\_\_
- 53. Legal fees..... \_\_\_\_\_
- 54. Office supplies..... \_\_\_\_\_
- 55. Painting, decorating, garden/lawn care, snow removal.. \_\_\_\_\_
- 56. Postage, delivery services, express mail..... \_\_\_\_\_
- 57. Printing and stationary..... \_\_\_\_\_
- 58. Professional dues, association memberships..... \_\_\_\_\_
- 59. Rent: equipment, truck..... \_\_\_\_\_
- 60. Rent: property..... \_\_\_\_\_
- 61. Sales aids, imprinted items given away..... \_\_\_\_\_
- 62. Seminars, educational expenses, training..... \_\_\_\_\_
- 63. Supplies: parts, service gun, ammunition, range fees.. \_\_\_\_\_
- 64. Supplies: store or shop, parts, coffee, soda..... \_\_\_\_\_
- 65. Taxes: licenses, permits..... \_\_\_\_\_
- 66. Taxes: property..... \_\_\_\_\_
- 67. Taxes: sales..... \_\_\_\_\_
- 68. Taxes: social security, medicare, withholding..... \_\_\_\_\_
- 69. Taxes: unemployment..... \_\_\_\_\_
- 70. Telephone: business calls on personal phone..... \_\_\_\_\_
- 71. Telephone: business phone, car phone, faxes..... \_\_\_\_\_
- 72. Telephone: pay phones..... \_\_\_\_\_
- 73. Travel: air, bus, rail..... \_\_\_\_\_
- 74. Travel: international, cruise..... \_\_\_\_\_
- 75. Uniforms purchased and cleaned..... \_\_\_\_\_
- 76. Union dues..... \_\_\_\_\_
- 77. Utilities: electricity..... \_\_\_\_\_
- 78. Utilities: gas, heating..... \_\_\_\_\_
- 79. Utilities: refuse, scavenger..... \_\_\_\_\_
- 80. Utilities: water, sewer..... \_\_\_\_\_
- 81. **Total Business Expense (add lines 35. through 80.)....** \_\_\_\_\_

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**Part V. OTHER EXPENSES: Special rules may apply. ALWAYS SAVE RECEIPTS.**

- 82. Entertainment: business meals..... \_\_\_\_\_
- 83. Entertainment: country clubs, dues, memberships..... \_\_\_\_\_
- 84. Entertainment: professional entertainers..... \_\_\_\_\_
- 86. Entertainment: sporting events, tickets..... \_\_\_\_\_
- 87. Travel: cabs, taxis, car rentals, limousines..... \_\_\_\_\_
- 88. Travel: meals..... \_\_\_\_\_
- 89. Equipment purchased: computer..... \_\_\_\_\_
- 90. Equipment purchased: furniture, carpet, floor tile.... \_\_\_\_\_
- 91. Equipment purchased: leasehold improvements..... \_\_\_\_\_
- 92. Equipment purchased: machines..... \_\_\_\_\_
- 93. Equipment purchased: office..... \_\_\_\_\_
- 94. Insurance: owner life and disability..... \_\_\_\_\_
- 95. Insurance: owner medical..... \_\_\_\_\_
- 96. **Total Other Expenses (add lines 82. through 95.).....**

**Part VI. BUSINESS SUMMARY (UNADJUSTED) from totals above.**

- 97. Total Income (from lines 11.)..... \_\_\_\_\_
- 98. Total Cost of Sales or Operations (from line 21.)..... \_\_\_\_\_
- 99. Total Auto Expense (from line 30.)..... \_\_\_\_\_
- 100. Total Business Expense (from line 81.)..... \_\_\_\_\_
- 101. Total Other Expenses (from line 96.)..... \_\_\_\_\_
- 102. **Net Profit before tax adjustments.....**   
(line 97. less lines 98, 99, 100, and 101.)

**CAUTION:** This information is intended to be a guide to gathering data needed to compile your tax records. This is not to be used to prepare your tax return without referring to applicable Income Tax rules.