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The Accountant, LLC

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BUSINESS TAX WORKSHEET

Name: _____

Year: _____

Business Name: _____

Address (if different): _____

Nature of Business: _____

**Please include all 1099s & 1098s received that are business related

FEDERAL ID (EIN) : _____

INCOME

Gross Sales _____ Other business related income (please describe) _____

Sales Tax Collected (If not included above) _____

Returns or Refunds _____

EXPENSES

COST OF GOODS SOLD

Product & Supplies FOR RESALE _____ Personal Use (Actual Cost included in Purchases) _____

Construction/Materials _____ Used by you _____

Beginning Cost of Inventory _____ Sub-Contractors Paid _____

Ending Cost of Inventory _____ **★★** Did you issue any 1099s ? YES / NO _____

OPERATING EXPENSES

Advertising / Marketing _____ Uniforms / Laundry / Cleaning _____

Bank Charges _____ Utilities - Business Only _____

Commissions Paid _____ Electric _____

Contract Labor (not above) _____ Natural Gas _____

Dues/Subscriptions _____ Garbage, Water, Sewer _____

★★ Health Insurance for Owner _____ Telephone _____

NOTE: If MNSure - must have form 1095-A _____ Cell Phone (Business Portion) _____

Health Insurance for Employees _____ Wages - Please include copies of W2s _____

Shipping _____ Wages to Spouse _____

Insurance (not auto/truck/life) _____ Wages to Children under 18 _____

Mortgage Interest _____ Wages to Other Employees _____

Other Interest (not auto/truck) _____ Fuel (not personal auto/truck) _____

Legal & Professional Fees _____ Small Tools & Equipment _____

Office Supplies _____ - Cost is less than \$2,500 _____

Retirement Plans (Employer Part only) _____ Other Expenses - Please list _____

Rent (Building & Equipment) _____

Repairs & Maintenance _____

Supplies (Not included in COG above) _____

Taxes: _____

Personal Property _____

Real Estate on Business Bldg _____

Sales Tax included in Gross Sales _____

Payroll Taxes (Employer share) _____

Business Travel & Meals _____

Business Meals _____

Lodging _____

Airfare/Taxi/Rental Car _____

PLEASE NOTE: Entertainment Expense is no longer deductible

★★ AUTO & TRUCK EXPENSES - SEE BACK SIDE

★★ BUSINESS USE OF HOME - SEE BACK SIDE

★★ MAJOR EQUIPMENT PURCHASES & SALES
#NAME?

SALES OF EQUIPMENT, MACHINERY, LAND AND BUILDINGS HELD FOR BUSINESS USE

LARGE PURCHASES AND IMPROVEMENTS (OVER \$2,500)

★★★ Please supply invoices for ALL purchased items

BUSINESS USE OF HOME

Total Sq Ft of Home: _____ Utilities _____ Mortgage Interest _____

Sq. Ft Used Regularly & Insurance _____

Exclusively for Business _____ Rent _____

Repairs/Maintenance _____ Property Tax _____ Other _____

CAR & TRUCK EXPENSES

★★ Please supply invoice for vehicle if new purchase

- Year and Make of Vehicle
- Date Purchased
- Ending Odometer Reading - Dec 31
- Beginning Odometer Reading - Jan 1
- Total Miles Driven - Line 3 less line 4
- Total Business Miles in Line 5
- No. Miles of Average Daily Round Trip
to office/shop or first & last stop
- Parking and Tolls
- Licenses and Registration Tax (not sales tx)
- Interest Paid

Continue below if you take actual expense. Must use actual expense if depreciation has been taken in the past.

- Gasoline, Repairs/Maintenance, Tires, Insurance. Etc.

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★ ★ Must have written evidence to support the business use percentage claimed.