

BUSINESS INCOME & EXPENSE

This information is used to calculate business profit or loss. Various categories are provided. Write in the amount of income or expense you had for the entire year. You may need to add up your receipts, amounts from checkbook, etc. You only need to provide amounts for categories that apply.

Business Name: _____
Address 1 _____
Address 2 _____
City, State, ZIP _____
Telephone _____
Tax I.D. Number _____

Income

_____ Gross Receipts or Sales
_____ Returns and Allowances
_____ Cost of Goods Sold
_____ Other Income
_____ Rental Income
_____ Royalty Income

Cost of Goods Sold

_____ Beginning Inventory
_____ Purchases less cost of items
_____ Cost of Labor
_____ Material and Supplies
_____ Other Costs
_____ Ending Inventory

Advertising

_____ Newspaper Ad
_____ TV/Radio Ads
_____ Business Cards
_____ Other Advertising

Bad Debts

_____ Uncollected A/R
_____ Other

Vehicle Expenses

_____ Gas & Oil
_____ Insurance
_____ Maintenance & repairs
_____ License
_____ Wash/wax/misc
_____ Tires/battery
_____ Vehicle rental
_____ Lease payments

Contract Labor

_____ Subcontractors

Depletion

_____ Depletion

Depreciation & Section 179

_____ Depreciation Exp
_____ Section 179

Employee Benefit Programs

_____ Accident & Health Plans
_____ Group Term Life Insurance
_____ Dependent Care Assistance
_____ Self-Employed Health Insurance

Insurance

_____ Property
_____ Fire/Theft/Flood
_____ Workmen's Comp
_____ Merchandise & Inventory
_____ Credit Insurance
_____ Business Interruption
_____ Errors & Omission
_____ Disability (not employees)

Interest Expense

_____ Mortgage (paid to banks)
_____ Other

Legal & Professional Services

_____ Attorney Fees
_____ Accounting Fees
_____ Tax Preparation Fees

Office Expense

_____ Supplies
_____ Typewriters
_____ Computers & Printers
_____ Print cartridges, paper
_____ Envelopes, mailers
_____ Calculators
_____ Copy Machines
_____ Cash registers
_____ Postage, UPS, Registered
_____ Accounting Records
_____ Other

Pension & Profit Sharing

_____ Pension & Profit Sharing - Employee
_____ Pension & Profit Sharing - Self

