



## Business Profit/Loss Worksheet

YEAR \_\_\_\_\_

Name of Business \_\_\_\_\_ EIN # \_\_\_\_\_

Description of Business \_\_\_\_\_

Who does this business belong to? \_\_\_\_\_

Address of business \_\_\_\_\_

Describe your business \_\_\_\_\_

Date of startup \_\_\_\_\_

**\*TOTAL Business Income \$** \_\_\_\_\_

### BUSINESS ONLY EXPENSES

Accounting \$ \_\_\_\_\_  
Advertising \$ \_\_\_\_\_  
Auto/Truck Expenses \$ \_\_\_\_\_  
Bad Debts \$ \_\_\_\_\_  
Bank Charges \$ \_\_\_\_\_  
Commissions Paid \$ \_\_\_\_\_  
Compensation of Officers \$ \_\_\_\_\_  
Contractors \$ \_\_\_\_\_  
Delivery/Freight \$ \_\_\_\_\_  
Dues/Subscriptions \$ \_\_\_\_\_  
Employee Benefit Programs \$ \_\_\_\_\_  
Gifts \$ \_\_\_\_\_  
Insurance (not health) \$ \_\_\_\_\_  
Interest \$ \_\_\_\_\_  
Janitorial \$ \_\_\_\_\_  
Laundry/Cleaning \$ \_\_\_\_\_  
Legal and Professional Fees \$ \_\_\_\_\_  
Licenses/Permits \$ \_\_\_\_\_  
Meals/Entertainment \$ \_\_\_\_\_  
Office Expense \$ \_\_\_\_\_  
Parking/Tolls \$ \_\_\_\_\_  
Pension/Profit Sharing \$ \_\_\_\_\_  
Postage \$ \_\_\_\_\_  
Printing \$ \_\_\_\_\_  
Rent \$ \_\_\_\_\_  
Repairs/Maintenance \$ \_\_\_\_\_  
Salaries/Wages \$ \_\_\_\_\_  
Security \$ \_\_\_\_\_  
Supplies \$ \_\_\_\_\_  
Payroll Taxes \$ \_\_\_\_\_  
Phone \$ \_\_\_\_\_  
Tools \$ \_\_\_\_\_  
Travel \$ \_\_\_\_\_  
Uniforms \$ \_\_\_\_\_  
Utilities \$ \_\_\_\_\_  
Miscellaneous \$ \_\_\_\_\_

Equipment Purchased:

Item: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Item: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Equipment Sold:

Item: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

### PRODUCTS SOLD

Beginning Inventory \$ \_\_\_\_\_  
Product Purchased \$ \_\_\_\_\_  
Ending Inventory \$ \_\_\_\_\_

### MILEAGE

Vehicle Type \_\_\_\_\_  
Date in service \_\_\_\_\_  
Original Cost \_\_\_\_\_  
Total Miles Driven \_\_\_\_\_  
Total Business Miles \_\_\_\_\_

### BUSINESS USE OF HOME – totals for entire home

Business Area Square Footage \_\_\_\_\_  
Total Home Square Footage \_\_\_\_\_  
Real Estate Taxes \_\_\_\_\_  
Mortgage Interest \_\_\_\_\_  
Rent – rather than own home \_\_\_\_\_  
Repairs/Maintenance \_\_\_\_\_  
Utilities \_\_\_\_\_

### Corporations/Partnerships ONLY

Business Checking Balance \$ \_\_\_\_\_  
Business Credit Card Balance \$ \_\_\_\_\_

Signature X \_\_\_\_\_

Date \_\_\_\_\_