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**Business or Professional Expenses  
Profit & Loss Worksheet**

Name of Business:		Gross Income (provide any 1099's)	\$
Address:		Principal Business Activity:	
City	State	Zip	Product or Service:
Tax ID numbers			

**Cost of Goods Sold**

Beginning Inventory	\$	Materials & Supplies	\$
Purchases	\$	Other Costs	\$
Labor	\$	Ending Inventory	\$

**Expenses**

Accounting	\$	Overnight Expenses	\$
Advertising	\$	Parking	\$
Answering Service	\$	Postage	\$
Bank Charges	\$	Rent – Business Property	\$
Business Mileage		Rent – Vehicle/Mach/Equipment	\$
Cash Shortages	\$	Repairs	\$
Cell Phone	\$	Salaries & Wages	\$
Collection Expenses	\$	Security & Safety	\$
Commissions	\$	Storage	\$
Dues & Publications	\$	Supplies	\$
Education Expenses	\$	Tax – Business Property	\$
Employee Benefits	\$	Tax – Payroll	\$
Equipment Rental	\$	Tax – Sales	\$
Freight	\$	Telephone	\$
Insurance: List Type	\$	Tools	\$
Interest – Mortgage	\$	Uniforms	\$
Interest – Other	\$	Utilities	\$
Internet	\$	Other:	\$
Janitorial Services	\$		\$
Laundry/Cleaning	\$	Depreciable Items: Such as Equipment, Furniture, Computer, Etc. Provide list with Cost and date purchased	
Legal/Professional Fees	\$	Item	Date
Licenses & Permits	\$	Item	Date
Maintenance	\$	Item	Date
Meals and Entertainment	\$	Item	Date
Miscellaneous	\$	Item	Date
Office Supplies	\$	Item	Date

**Vehicle Expenses**

Year, Make, & Model of Vehicle:	Odometer Reading - Beginning of the Year	
Date First Used for Business:	Odometer Reading – End of the Year	
Type of Vehicle: Care, Van, Truck	Business Mileage	
	Personal Mileage	