

RECONSTRUCTION OF INCOME AND EXPENSES

BUSINESS 20

Name of Business: _____

Name of Owner/Rep.: _____

Type of Business: _____

Physical Address of Business: _____

<u>INCOME RECEIVED</u>	CASH, CHECKS	CREDIT CARDS/1099'S	TOTAL
<u>ALL INCOME MUST BE REPORTED</u>	\$	\$	\$
<u>BUSINESS RELATED EXPENSES</u>			
Advertising/Marketing	\$	Utilities (Gas, Electric, Etc)	\$
Accounting	\$	Repairs and Maintenance	\$
Bank Charges	\$	Payroll Wages	\$
Business Insurance	\$	Payroll Taxes	\$
Commissions and Fees Paid	\$	Employee Benefits Programs	\$
Computer Services and Supplies	\$	Health Insurance Premiums	\$
Dues and Subscriptions	\$	State Taxes (CA Taxes Paid)	\$
Equipment Rent	\$	Licenses, Permits and Fees	\$
GIFTS (Non Marketing)	\$	Business Meals	\$
Charitable Contributions	\$	Entertainment (Nondeductible)	\$
Independent Contractors	\$	<u>Business Use of Home</u>	
Janitorial Services	\$	Rent Paid	\$
Uniforms/Specialty Clothing	\$	Utilities (water, electric, internet)	\$
Laundry and Cleaning	\$	Property Taxes	\$
Legal and Professional	\$	Homeowners Insurance	\$
Office Expense	\$	<u>AUTO MAKE AND MODEL:</u>	
Parking Fees and Tolls	\$	Auto Cost of Purchase	\$
Shipping, Delivery and Postage	\$	Lease Payments	\$
Security	\$	Auto Gasoline	\$
Supplies	\$	Auto Maintenance	\$
Tools	\$	Auto Insurance	\$
Training and Education	\$	Auto Registration	\$
Travel	\$	Auto Repairs	\$
Rent/Lease of Space	\$	Total Miles Driven (Personal and Business)	mi
Telephone	\$	Total Business Miles Driven	mi
<u>ESTIMATED PAYMENTS SENT:</u>	Amount Paid to IRS:	Amount Paid California FTB:	Amount Sent for LLC, Others:
1 st Payment Due April 15	\$	\$	\$
2 nd Payment Due June 15	\$	\$	\$
3 rd Payment Due Sept. 15	\$	\$	\$
4 th Payment Due Jan. 15	\$	\$	\$

I certify Under Penalty of Perjury that all information above is a reconstruction of what my expenses were for the tax period labeled above and that it is true and correct to the best of my knowledge

Signature: _____ Title: _____ Date: _____