

Income and Expense Sheet (P and L Statement)

Name of Company: _____
 Physical Address: _____
 City, State and Zip: _____
 Tax Year: _____

	Totals	January	February	March	April	May	June	July	August	September	October	November	December
Income Statement													
Income A:													
Income B:													
Income C:													
Total Income													
Expense Statement													
Advertising													
Rent													
Travel													
Insurance													
Professional Fees and Licenses													
Supplies													
Repairs													
Auto													
Wages													
Contractor													
Commissions													
Gas & Electric													
Phone													
Cable/Internet													
Water													
Taxes													
Meals & Entertainment													
Misc.:													
Misc.:													
Misc.:													
Misc.:													
Total Expenses													

Net Income

Documentation used to Construct Form: _____

I verify the information above is a true and accurate summary for my income and expenses for the stated business.

Client Signature: _____ Date: _____

I helped the above mentioned taxpayer reconstruct their income and expenses, and have attached the questions asked to meet the IRS due diligence standards

Preparer Signature: _____ Date: _____