



Small Business Income and Expense Worksheet

Bring the following: 1099-NECs, 1099-MISCs, 1099-Ks, 1098s for business interest

Company Name: _____ EIN _____
Business Address: _____ City _____ St _____ ZIP _____

Income:

Gross Receipts or sales
Returns & Allowances
Other Income:

Expenses:

Advertising
Car & Truck Expense ----See Auto Worksheet below
Commissions & Fees
Contract Labor
Dues & Subscriptions
Insurance
Interest:
 Mortgage
 Other
Legal/Professional Fees
Office Expenses
Rent or lease:
 Vehicles, Machinery, Equipment
 Other Business Prop(Buldings,etc)
Repairs
Sales Tax Paid
Software
Supplies
Taxes and Licenses
Travel
Meals with Clients or overnight
Utilities
Wages

Sign & Date Both Pages

Other Expenses:

a. _____
b. _____
c. _____

Taxpayer Signature Date ___/___/____

Other Expenses;(Con't)

d. _____	
e. _____	
f. _____	
g. _____	
h. _____	

Business Use of Home:

Total Square Feet of House:	
Home office Square Feet:	

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Cost of Goods:

Beginning Inventory		(If you sell and keep product in stock)
Purchases less personal use items		
Cost of Labor		
Material and Supplies		
Other costs		
Ending Inventory		(If you sell and keep product in stock)

Equipment over \$2500 Each Purchased: (Any item less than \$2500 include in "Supplies" above)

Item Description	Date Purchased

_____ Date ___/___/_____ Taxpayer Signature
