Name of Business (if none, then owner's name):

Sales (including 1099s).....	$
Less: Discounts and Returns.....	($)

DBA ☐ Indep Contractor ☐ LLC ☐

First Year? ☐ Send 1099s? ☐

Note: Fill in this section only if you sell products.

Beginning Inventory.....	$
Add: Goods Purchased.....	$
Subtract: Ending Inventory.....	($)
Freight and Shipping Costs.....	$

EIN:

Address:

Advertising and Promotion.....	$
Auto and Truck Expenses.....	$
Commissions Paid.....	$
Contracted Services.....	$
Employee Benefits.....	$
Insurance.....	$
Owner's Health Insurance.....	$
Interest Expense.....	$
Accounting Fees.....	$
Legal Fees.....	$
Office Supplies.....	$
Pensions and Profit Sharing.....	$
Office Rent.....	$
Equipment Rentals.....	$
Company Vehicle Lease.....	$
Repairs and Maintenance.....	$
Supplies.....	$
Business Licenses.....	$
Salaries & Wages.....	$
Payroll Taxes.....	$
Payroll Processing Fees.....	$
Travel (Parking, Tolls, Taxi, Air).....	$
Meals with Clients.....	$
Utilities.....	$
Bank Service Charges.....	$
Computer and Internet.....	$
Conferences & Meetings.....	$
Continuing Education.....	$
Dues and Subscriptions.....	$
Merchant Account Fees.....	$
Networking & Professional Dev.....	$
Postage & Delivery.....	$
Small Tools and Equipment.....	$
Telephone System/Cell Phone Use..	$
Other:	$
Other:	$
Other:	$

Miles Driven for Work.....	mi.
Non-Work Miles.....	mi.

Home Office

Sq ft of Office.....	sf.
Sq ft of Home/Apt.....	sf.
Mortgage Interest.....	$
Real Estate Taxes.....	$
Homeowner's Insurance.....	$
Mortgage Insurance.....	$
Renters Insurance.....	$
Rent.....	$
Repairs & Maint (Office Only).....	$
Repairs & Maint (House).....	$
Utilities:	
Gas.....	$
Electric.....	$
Water.....	$
Cable/Internet.....	$

Purchases > $500

	Date Purch:	Cost:
Computers		$
Furniture		$
Equipment		$
		$
		$
		$
		$
		$