

## Business Income & Expense Worksheet

**Taxpayer Name:** \_\_\_\_\_ **Soc. Sec. #:** \_\_\_\_\_

### INCOME

Gross Sales \_\_\_\_\_

Sales Tax Collected \_\_\_\_\_  
*(if not included in gross sales)*

Other Income \_\_\_\_\_  
*(directly related to your business)*

Purchases for Resale \_\_\_\_\_

Personal use \_\_\_\_\_  
*(cost of items purchased used by you)*

Inventory at End of Year \_\_\_\_\_

### CONTRIBUTIONS

Income on 1099's Received \_\_\_\_\_

Commissions \_\_\_\_\_  
*(other than reported elsewhere)*

Do you file 941's? \_\_\_\_\_

Months business operated in 2007 \_\_\_\_\_

Inventory Value      Cost: \_\_\_\_\_  
   Other: \_\_\_\_\_

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### EXPENSES

Advertising \_\_\_\_\_

Bad Debts \_\_\_\_\_

Bank Service Charges \_\_\_\_\_

Car & Truck Expenses \_\_\_\_\_

Commissions \_\_\_\_\_

Dues & Publications \_\_\_\_\_

Employee Benefit Programs \_\_\_\_\_

Freight \_\_\_\_\_

Insurance \_\_\_\_\_

Interest Mortgage \_\_\_\_\_

Interest (Other) \_\_\_\_\_

Laundry & Cleaning \_\_\_\_\_

Legal & Prof. Services \_\_\_\_\_

Office Expense \_\_\_\_\_

Small Tools & Equip. \_\_\_\_\_

Pension/Profit Sharing \_\_\_\_\_

Repairs & Maintenance \_\_\_\_\_

Supplies \_\_\_\_\_

Taxes              Payroll \_\_\_\_\_

   Property \_\_\_\_\_

Travel \_\_\_\_\_

Meals & Entertainment \_\_\_\_\_

Telephone \_\_\_\_\_

Utilities \_\_\_\_\_

Wages \_\_\_\_\_

Uniforms \_\_\_\_\_

Rent \_\_\_\_\_

Sales Tax (incl. in sales) \_\_\_\_\_

Education \_\_\_\_\_

Sub-contractors \_\_\_\_\_

I have documentation to support the items I have included on this form: \_\_\_\_\_