

YEAR		SALES	
Auto			
Make	Year	Purchase Date	Price
Beginning miles		Ending miles	Total miles driven

Advertising (business cards, ads, yellow pages, brochures, etc.) _____

Auto expense: business miles _____ X SMR OR actual expense (use vehicle worksheet) _____

Commission & fees (services performed by nonemployees) _____

Depreciation. (assets, software, computer hardware, tools equipment, etc.) _____

Insurance (fire, theft, workers comp., liability, inventory, E&O bonds, etc.) _____

Interest (mortgage) paid to banks _____

Interest (equipment) _____

Legal & professional fees. (Tax prep., business attorney fees, etc.) _____

Office expense (bank charges, postage, paper, pencils, pens, etc.) _____

Pension & profit sharing plans _____

Rent or lease

Vehicles, machinery, and equipment _____

Rental space or building rent _____

Repairs & maintenance (equipment, buildings, fixtures, assets, etc) _____

Supplies (things that are used to do business on different jobs) _____

Taxes & licenses (real estate, personal property on business assets _____

FICA, unemployment, for sole proprietor _____

Travel, meals & entertainment

Travel: Business travel, (not entertainment or meals.) Motels gas etc. _____

Business meals and entertainment including meals while traveling _____

Utilities: Long distance calls, business lines, heat, electric, water etc _____

Wages: (less any unemployment credits claimed) _____

Other expenses

List: _____

Self employed health insurance _____

		Total	
Home office expenses: rooms or sq foot	Rooms		Footage
office space; room size			%

Taxes _____

Mort. Int. _____

insurance _____

electric _____

gas/heat _____

water _____

Total _____ **Form 8829** _____

Inventory at beginning of year. If different from last years closing inventory _____

Purchase less cost of items withdrawn for personal use _____

Cost of labor. Do not include any amounts paid to yourself. _____

Materials and supplies (materials used to build or create saleable products) _____

Other costs (shipping products, etc) _____

Inventory at the end of the year. _____