

Name : _____ Tax Year : _____

Business Income & Expenses Worksheets

If this business is a Corporation or Partnership, **DO NOT USE THIS SECTION**. Use the Worksheet for those types of businesses.

GROSS RECEIPTS AND SALES (Total Income for this Tax Year).....	\$
RETURNS & ALLOWANCES (Refunds to Customers).....	\$
BEGINNING INVENTORY (if any) (ALWAYS \$0 in 1st Year of Business).....	\$
PURCHASES of items to resell as they are.....	\$
PERSONAL USE ITEMS.....	\$
Cost of CONTRACT LABOR (Not Employee Wages).....	\$
Cost of MATERIALS that went into your finished product.....	\$
ENDING INVENTORY.....	\$

BUSINESS EXPENSES

Only enter expenses into 1 category, do not double-enter. If unsure how to classify, place in "Other Expenses" with description

ADVERTISING.....	\$
BAD DEBTS (Accrual only).....	\$
COMMISSIONS (PAID BY YOU).....	\$
MEDICAL REIMBURSEMENT PLAN.....	\$
EDUCATION REIMBURSEMENT PLAN.....	\$
EMPLOYEE REIMBURSEMENTS.....	\$
INSURANCE (except Health, Home, or Auto).....	\$
INTEREST (except Home or Auto).....	\$
LEGAL/PROFESSIONAL.....	\$
OFFICE EXPENSE.....	\$
PENSION PLANS.....	\$
RENTAL OF VEHICLES/EQUIPMENT.....	\$
RENTAL OF PROPERTY (except Home).....	\$
REPAIRS & MAINTENANCE (other than Home or Auto).....	\$
SUPPLIES.....	\$
TAXES & LICENSES (other than Home or Auto).....	\$
TRAVEL EXPENSE (requires written backup).....	\$
MEALS & ENTERTAINMENT (requires written backup)	\$
UTILITIES (other than Home).....	\$
PHONE (business only).....	\$
WAGES (paid by business/w-2's filed).....	\$
OTHER.....	\$
OTHER.....	\$
OTHER (make separate list if too many to list on this page).....	\$