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BUSINESS INCOME AND EXPENSES WORKSHEET PAGE 1

BUSINESS NAME _____
 ADDRESS _____
 TYPE OF BUSINESS _____

GENERAL INFORMATION

Gross receipts or sales: _____
 product or service
 Less: returns and allowances: _____

COST OF GOODS SOLD

Beginning Inventory: _____
 Purchases: _____
 Less: items for personal use: _____
 Cost of Labor: _____
 Materials and Supplies: _____
 Other Costs: _____
 Ending Inventory: _____

BEGINNING DEDUCTIONS

Advertising: _____
 Bank Charges: _____
 Computer expenses: _____
 Education / Seminar: _____
 Employee Benefits: _____
 Freight: _____
 Gifts: _____
 Insurance: _____
 Interest Expense: _____
 Internet / DSL: _____
 Legal / Professional Fees: _____
 Meals / Entertainment: _____

OFFICE EXPENSES

Postage / Fax: _____
 Rent / Lease on Equipment: _____
 Rent /Lease of Property: _____

OFFICE EXPENSES CONTINUED

Repairs: _____
 Publications: _____
 Small Tools: _____
 Subcontracted Labor: _____
 Office supplies: _____
 Taxes / License: _____
 Telephone / Cell: _____
 Utilities: _____
 Wages / payroll tax: _____
 Wages / payroll expense: _____
 Website expenses: _____
 Other: _____

OFFICE IN HOME

Note: If this is a new deduction and you own the property, please bring the original escrow papers.

Total Square Fee: _____
 Sq. Ft./ Bus. Area: _____
 Exclusive Use?: yes no

ENTER THE FOLLOWING AT 100%

Mortgage Interest: _____
 Property Tax: _____
 Hazard Insurance: _____
 Rental Insurance: _____
 Rent: _____
 Repairs: _____
 Cleaning: _____
 Utilities: _____
 Other: _____

