

Business Income/Expenses

Tax Year: _____

Business start date: _____

INCOME

_____ Total sales (including tax)

_____ Commissions

INVENTORY (Cost)

_____ Beginning inventory

_____ Section 1 purchases (wholesale)

_____ Personal use (seen, unseen, gifts)

_____ Purchases

_____ Sales tax paid

_____ Freight paid

_____ Ending inventory

EXPENSES

_____ Advertising

_____ Clothing

_____ Postage

_____ Prizes and awards given away

_____ Office supplies

_____ Telephone expense

_____ Legal and professional

_____ Website expense

_____ Bookkeeping

_____ Rent expense for business

_____ Supplies

_____ Copies and printing services

_____ Travel expenses

_____ Payroll expense

_____ Fees paid

_____ Other _____

_____ Dues and subscriptions

_____ Other _____

_____ Meals and entertainment

_____ Other _____

VEHICLE

_____ Make

_____ Is vehicle used for business and personal?

_____ Model

_____ Is there a written mileage log? (This is required by IRS)

_____ Year

_____ Date placed in service

_____ Total miles during tax year

_____ Total business miles during tax year

Home in Office

_____ Square footage of area in home exclusively used for business

_____ Square footage of entire home