

## Business Income and Expense Worksheet

Business Name	Federal ID/EIN	State ID	Tax year end
<hr/>	<hr/>	<hr/>	<hr/>

<b>Business Income -</b>	Gross Receipts or Sales	(Bring 1099's received)	
	Does the above amount include sales tax collected?	Yes:	No:
	Other Income - Please list source and amount		
	<hr/>		<hr/>
	<hr/>		<hr/>
	Cost of products purchased for resale		<hr/>
	Value of inventory on-hand as of	1/1/2025	<hr/>
	Value of inventory on-hand as of	12/31/2025	<hr/>
	Cost of products for personal use		<hr/>

### Business Expenses

Vehicle expenses - Details on Pg. 4 of Tax Info Worksheet			
Advertising			<hr/>
Bank or Credit Card Charges (processing fees)			<hr/>
Commissions or Contract Labor			<hr/>
Health Insurance			<hr/>
Other Insurance			<hr/>
Interest			<hr/>
Legal and Professional Fees			<hr/>
Office Expenses			<hr/>
Rent			<hr/>
Repairs and Maintenance			<hr/>
Supplies			<hr/>
Taxes:	Property tax		<hr/>
	Sales tax (if included in gross sales)		<hr/>
Travel expenses - Details on Pg. 4 of Tax Info Worksheet			<hr/>
Meals (entertainment expenses no longer allowed beginning in 2018)			<hr/>
Utilities			<hr/>
Telephone/Internet			<hr/>
Wages:	Gross		<hr/>
	Payroll Taxes		<hr/>
	Employee Benefits		<hr/>
Other Expenses - Please list type and amount			<hr/>
	<hr/>		<hr/>
	<hr/>		<hr/>
	<hr/>		<hr/>
Are you deducting expenses for a home office? Details on back.	Yes:	No:	<hr/>
Are you providing employee health insurance?	Yes:	No:	<hr/>

**Major purchases of equipment/machinery/buildings/improvements:**

Please bring in purchase agreement or invoice, especially if purchase included a trade-in.

Description	Date Purchased	New or Used	Cost

**Business use of home expenses:**

Total square footage of home			
Square footage of home used regularly and exclusively for business			
Home Mortgage interest			
Homeowners insurance premiums			
Property taxes			
Utilities - electric, gas, garbage, water/sewer			
Repairs and Maintenance			
Major improvements	Date paid	Cost	

**Sales of Equipment, Machinery, Land, and/or Buildings Held for Business Use (include traded equipment):**

Kind of Property	Date Sold	Gross Sales Price	Selling Expenses	Date Acquired	Cost