BUSINESS INCOME AND EXPENSE

Business Name： _____

Address: _____

City, State, Zip: _____

Employer ID# ： _____

Business Activity (Including Product or Services)： _____

Who Operates This Business： **□ Taxpayer** **□ Spouse**

Gross Receipts / Total Inome		Outside Services	
Returns & allowances	（ ）	Uniforms	
Beginning Inventory		Pension & Profit Sharing Plans	
Purchases		Postage Expense	
Cost of items for Personal Use		Printing	
Cost of Labor		Rent-Tool and Equipment	
Materials and Supplies		Rent-Property	
Other Costs		Reparing and Maintenance	
Ending Inventory		Security and Alarm	
Accounting		Storage	
Advertising		Supplies	
Amortization (Bring Schedule)		Income Tax	
Answering Service		Payroll Tax	
Bad Debts		Property Tax	
Bank Services Charges		Other Tax	
Auto Expense---Insurnace		Insurnace--Health	
---Gasoline		---General Liabilities	
---Repr. and Maintn.		---Workers' Comp.	
----Parking etc.		---Special Job Insurance	
Computer Expense		Internet and Web Expense	
Collection Expenses		Small Tools	
Commissions		Travel---Transportation	
Depreciation (Bring Schedule)		---Lodging	
Dues and Subscription		---Meals	
Education Expense		---Other Misc.	
Gift		Cash Short/Over	
Employee Benefit Programs		Utilities	
Freight and Delivery		Labor wages	
Telephone Expense		Salaries	
Cellphone Expense		Shipping	
Other Interest		Home Office Expense	
Mortgage Interest		Total Sq. Footage of Home	
Laundry & Cleaning Expense		Sq. Footage of Home Office	
Legal and Professional Fees		Home Insurance	
License and Permits		Home Utilities	
Marketing Expenses		Home reparing and maintenance	
Meals & Entertainment		Home supplies	
Office Expense			

List here all assets bought or sold by the business: Description of each item, Date & Amount