

## Business Worksheet

**ENTITY INFO:** Type (Circle one)   Sole Proprietor   Single Member LLC   Multi-Member LLC   Partnership   S Corp   C Corp

**Individual Name(s):** JOHN TOOL & JIM BEAM **2**      **SSN:** 111-11-1111 & 222-22-2222  
**Business Name (if applicable):** JOHN'S CAT FOOD STORE **4**      **EIN (9 digits):** 37-1234567 **5**  
**Business Description:** RETAIL STORE **6**      **Product or Service:** CAT FOOD

INCOMES:	
Cash / Checks	\$ 31,500.00 <b>8</b>
1099s	\$ 10,000.00
Interest	\$ 10.00
Others	\$ 100,000.00 <b>7</b>
<b>Total Income</b>	<b>\$ 141,510.00</b>

COST OF GOOD SOLD:		
Beg - Inventory	+	\$ 12,500.00 <b>12</b>
Purchases	+	\$ 50,000.00 <b>13</b>
Contract labor	+	\$ -
Materials & Supplies	+	\$ -
Other Cost	+	\$ -
End - Inventory	-	\$ 13,500.00 <b>14</b>

<b>COGS</b>	<b>\$ 49,000.00</b>
<b>Gross Profit</b>	<b>\$ 92,510.00</b>

<b>COGS</b>	<b>\$ 49,000.00</b>
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EXPENSES:	
Accounting	\$ 3,600.00 <b>C</b>
Advertising	\$ 4,000.00 <b>D</b>
Bank Charges	\$ 2,320.00 <b>H</b>
Cell Phone	\$ 1,200.00 <b>I</b>
Auto	\$ 8,064.00
Commission Expense (1099)	\$ 3,000.00 <b>E</b>
Computer Expense	\$ -
Continuing Education	\$ -
Contractor Labor (1099)	\$ 1,650.00 <b>B</b>
Delivery & Freight	\$
Dues & Subscriptions	\$
Equipment Rental	\$
Health Care Insurance (Employee only)	\$
Insurance (Business & liability)	\$
Interest Exp	\$
Internet Costs (Business only)	\$ 480.00 <b>K</b>
Legal & Professional	\$
Licence & Permits	\$
Meals & Entertainment	\$ 2,000.00 <b>P</b>
Office Expenses	\$ 5,000.00 <b>L</b>
Postage	\$
Printing	\$
Rent	\$ 3,600.00 <b>M</b>
Home Office Expense	\$ 3,300.00
Repairs & Maintenance	\$ 350.00 <b>N</b>
Salaries / Wages (W2 only)	\$ 60,000.00 <b>F</b>
Security	\$
Small Tools	\$
Telephone (Business only)	\$ 1,500.00
Taxes - Payroll (W2 only)	\$ 5,580.00
Training	\$
Travel (Tolls)	\$ 100.00 <b>A</b>
Utilities	\$
<b>Total Expenses</b>	<b>\$ 105,744.00</b>
<b>NET INCOME</b>	<b>\$ (13,234.00)</b>

VEHICLE INFORMATION: <b>A</b>	
Total Mileage	16,000.00
Business Mileage (90% of Total Mileage)	14,400.00
Jan. - Dec. 2014 Rate @ .56	\$ 8,064.00
Jan. - Dec. 2015 Rate @ .575	\$
<b>Total</b>	<b>\$ 8,064.00</b>

Vehicle Description: 2010 CHEVY PICKUP  
 Dated vehicle was placed in service: 02/01/2012  
 Vehicle is used by a more than 5% owner?  YES or NO  
 Is vehicle available for off-duty personal use?  YES or NO  
 Is any other vehicle available for personal use?  YES or NO

BUSINESS USE OF HOME <b>O</b>	
Total Area of Home (Square feet)	1200 sq'
Business Use Area (Square feet)	300 sq'
Mortgage Interest	\$
Real State Taxes	\$
Rent	\$ 12,000.00
Insurance	\$
Association Dues	\$
Repairs & Maintenance	\$
Utilities	\$ 1,200.00
Security	\$
<b>Total Business Expense use of home</b>	<b>\$ 13,200.00</b>

Going with 25% for home deduction  
 . 25%  
 X  
 \$13,200

TAXES <b>G</b>	
FICA	\$ 3,720.00
Medicare	\$ 870.00
TWC	\$ 900.00
FUTA	\$ 90.00
<b>Total payroll Taxes</b>	<b>\$ 5,580.00</b>

I here by declare that all the information stated above is true and correct to the best of my knowledge. I understand and agree that any false information, misrepresentation, or omission of facts in this worksheet creates a risk in possible auditing.

Signature: \_\_\_\_\_

**\*\*NOTE:** Fixed Assets: Please provide Computers, Equipment, etc. Include date placed in Service + Amount.

**Business Worksheet Example 2**

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|--|--|
| (2) Individual Name: John Tool, Jim Beam | (1) Entity Type: LLC, 50/50 owned by two friends   |
| (4) Business Name: John's Cat Food Store | (3) SSI for John is 111-11-1111, Jim's 222-22-2222 |
| (5) IRS's employer's ID # 37-1234567     | (7) Cat Food and supplies                          |
| (6) Retail Store                         |  |

- Sales Include:** (8) Checks received of \$ 28,000, and Cash received of \$ 3,500, total of \$31,500  
(9) Wholesale sales to Mimi's Cat Sales via 1099 \$ 10,000 (10) Interest from business bank of \$ 10.00  
(11) Credit Cards: \$ 100,000 (*before merchant fees of \$ 2,200 paid the bank*)

PRODUCT COST/Inventory: (all at COST BASIS)

- (12) Previous year's ending inventory was at \$ 12,500, this being this year's beginning inventory  
(13) Purchased \$ 50,000 worth of new cat food (to be sold) from Purina Foods  
(14) Ending inventory, cost basis not retail, was \$ \$ 13,500  
Therefore...Inventory Grew by \$ 1,000 during year, and amount either sold or spoiled was \$ 49,000

**Expenses Include:**

- A. VEHICLE INFORMATION: Mileage: Owns a 2010 Pickup first placed in business on 2/1/2012, in which he put on 16,000 Miles, 90% of it business. He put \$ 500 in repairs, \$ 3,000 in gas for the truck and \$ 100 in tolls.
- B. CONTRACT LABOR: He hired Joe Tucker, SSI 111-44-2222 as a contractor during the summer to help with the extra work...and paid Mr. Tucker \$1650.
- C. ACCOUNTING: He hired TUCKER CPA to assist with the monthly bookkeeping and payroll, at \$ 300 a month or \$ 3,600 for the year.
- D. ADVERTISING: advertises with AT&T in yellow-pages, \$ 4000.
- E. COMMISSION: Paid Mohsen Mago, SSI 333-33-3333, \$ 3000, considered a 1099 commission.
- F. EMPLOYEE PAYROLL: reported to IRS with 941 and W2 payroll filings, \$ 60,000.
- G. EMPLOYER PAYROLL TAXES for item F above: FICA taxes (6.2%) or \$ 3,720, Medicare (1.45%) \$ 870, & Texas Workforce Unemployment of \$ 900 and Federal Unemployment of \$ 90.
- H. BANK CHARGES: Besides the merchant fees of \$ 2,200 from item (11) above, he paid \$ 10 a month to the bank, or \$ 120 for the year for bank fees.
- I. CELL PHONE: Family cell phone bill 5 business used cell phones was \$ 500 a month.
- J. TELEPHONE: Office line and separate Fax line, \$ 1500 for year.
- K. INTERNET COST: \$ 40 a month, with computer used 100% for business.
- L. OFFICE EXPENSES: business ink, paper, pens, sales receipts, etc. at \$ 5000 for year.
- M. RENT: \$ 3000 a month, 12 months.
- N. REPAIRS AND MAINTENANCE: Paid \$ 500 to fix Chevy Truck and \$ 350 to fix Business Computer
- O. HOME OFFICE: John uses part of residence to pay business sales tax and count daily receipts. Rents apt at \$ 1,000 a month for 12 months. Sq. footage of apt is 1200 sq. footage of which 300 sq. foot is used exclusively (2<sup>nd</sup> bedroom) as home office. Utility bills are \$ 100 a month.
- P. BUSINESS Meals and ENTERTAINMENT: Taking Vendors or Clients out to lunch, \$ 2,000.

**COMMENTS:**

- A. Vehicle Info: Client taking standard mileage rate for 2014 at .56 per mile. This is in clients favor, but cannot take repairs or gas. Instead, taking \$ 8,064 in standard mileage deduction. Tolls to be taken in Travel Section.
- B. Contract Labor....deducting contract labor of \$ 1650. Contractor will be given a 1099 by Client for tax reporting.
- N. REPAIRS: Cannot take repairs to Vehicle...as taking standard mileage allowance in A. above.
- O. HOME OFFICE: 300 sq. ft. used by business divided by total sq. footage of 1200 equates to 25% of expenses to be deducted.