

# Business Worksheet

ENTITY Type: **Sole Proprietor**   **Single Member LLC**   **Partnership** (*more than one owner*)   **C-Corp**   **S-Corp**

**Individual Name(s):** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Business Name (if applicable):** \_\_\_\_\_ **EIN (9 digits):** \_\_\_\_\_

**Business Description:** \_\_\_\_\_ **Product or Service:** \_\_\_\_\_

INCOME	
Cash / Checks	\$
1099s	\$
Interest	\$
Others	\$
Total Income	\$ -

COST OF GOODS SOLD		
Beg - Inventory	+	\$ -
Purchases	+	\$ -
Materials & Supplies	+	\$ -
End - Inventory	-	\$ -
		\$ -
Total Cost of Goods Sold		\$ -

COGS	\$ -
Gross Profit	\$ -

EXPENSES	
Accounting	\$
Advertising	\$
Bank Charges	\$
Cell Phone	\$
Auto	\$ -
Computer Expense	\$
Continuing Education	\$
Contractor Labor (1099)	\$
Dues & Subscriptions	\$
Equipment Rental	\$
Health Care Insurance (Employee only)	\$
Insurance (Business & liability)	\$
Interest Exp	\$
Internet Costs (Business only)	\$
Legal & Professional	\$
License & Permits	\$
Meals & Entertainment	\$
Office Expenses	\$
Postage & Shipping	\$
Printing	\$
Rent	\$
Repairs & Maintenance	\$
Security	\$
Home Office Expense	\$ -
Small Tools	\$
Telephone (Business only)	\$
Training	\$
Travel	\$
Utilities	\$
	\$ -
	\$
	\$
	\$
Total Expenses	\$ -
NET INCOME	\$ -

VEHICLE INFORMATION		
Total Mileage		
Business Mileage		
Jan. - Dec. 2016 Rate @ .54	\$	
Jan. - Dec. 2015 Rate @ .575	\$	
Total		\$ -

Vehicle Description: \_\_\_\_\_

Dated vehicle was placed in service: \_\_\_\_\_ / /

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		
Total Area of Home (Square feet)		
Business Use Area (Square feet)		
Mortgage Interest	\$	
Real State Taxes	\$	
Rent	\$	
Insurance	\$	
Association Dues	\$	
Repairs & Maintenance	\$	
Utilities	\$	
Security	\$	
Total Business Expense use of home		\$ -

Equipment Purchased		
Item	Date	Price
		\$
		\$
		\$ -

I here by delcare 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:** \_\_\_\_\_