

# 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	-	\$ -
		\$ -

COGS	\$ -	←	Total Cost of Goods Sold	\$ -
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	\$ -
<b>NET INCOME</b>	<b>\$ -</b>

VEHICLE INFORMATION	
Total Mileage	
Business Mileage	
Jan. - Dec. 2017 Rate @ .535	\$
Jan. - Dec. 2016 Rate @ .54	\$
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 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: \_\_\_\_\_