Business Worksheet

ENTITY TYPE (Check one):   Sole Proprietor   Single Member LLC   Multi-Member LLC   Partnership   S Corp   C Corp

Individual Name(s):	**SS#:**
Business Name (if applicable):	**EIN (9 digit #):**
Business Description:	**Product or Service:**

INCOMES:			COST OF GOOD SOLD:			
Cash / Checks	$		Beg - Inventory	+	$	-
1099s	$		Purchases	+	$	-
Interest	$		Contract labor	+	$	-
Others	$		Materials & Supplies	+	$	-
Total Income	$ -		Other Cost	+	$	-
			End - Inventory	-	$	-
COGS	$ -	←	*COGS*		$	-
Gross Profit	$ -					

EXPENSES:			VEHICLE INFORMATION:		
Accounting	$		Total Mileage		
Advertising	$		Business Mileage		
Bank Charges	$		Jan. - Dec 2013 Rate @ .565	$	
Cell Phone	$				
Auto	$ -	←	*Total*	$	-
Commission Expense (1099)	$				
Computer Expense	$		Vehicle Description: _____		
Continuing Education	$		Dated vehicle was placed in service: _____ / /		
Contractor Labor (1099)	$		Vehicle is used by a more than 5% owner?	YES	NO
Delivery & Freight	$		Is vehicle available for off-duty personal use?	YES	NO
Dues & Subscriptions	$		Is any other vehicle available for personal use?	YES	NO
Equipment Rental	$				
Health Care Insurance (Employee only)	$		**BUSINESS USE OF HOME**		
Insurance (Business & liability)	$		Total Area of Home (Square feet)		sq'
Interest Exp	$		Business Use Area (Square feet)		sq'
Internet Costs (Business only)	$		Mortgage Interest	$	
Legal & Professional	$		Real State Taxes	$	
Licence & Permits	$		Rent	$	
Meals & Entertainment	$		Insurance	$	
Office Expenses	$		Association Dues	$	
Postage	$		Repairs & Maintenance	$	
Printing	$		Utilities	$	
Rent	$		Security	$	
Home Office Expense	$ -	←	**Total Business Expense use of home**	$	-
Repairs & Maintenance	$				
Salaries / Wages (W2 only)	$		FICA	$	
Security	$		Medicare	$	
Small Tools	$		TWC	$	
Telephone (Business only)	$		FUTA	$	
Taxes - Payroll (W2 only)	$ -	←	*Total payroll Taxes*	$	-
Training	$				
Travel	$				
Utilities	$				
Total Expenses	$ -				
NET INCOME	$ -				

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