

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 ← \$ -

Gross Profit ← \$ -

Total Cost of Goods Sold \$ -

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	
Year 2014 2015 2016 2017 2018	
Rate @.56 @.575 @.54 @.535@.545	\$
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 hereby 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: _____