Your name - _____

Your business name-_____

Tax Year - _____

Sales or Income:	Total
Total Sales or Income Collected	

Cost of Goods Sold:

Beginning Inventory (at your cost)	
Purchases	
Ending Inventory (at your cost)	

Expenses		**Business Use %**
Advertising		
Commissions paid to other people		
Subcontractors		
Insurance		
Interest Paid on business loans (loan must be 100% for business)		
Legal/Professional Fees (include accounting & tax prep)		
Office Supplies		
Rent for office or storage space (see note f)		
Repairs and maintenance for equipment		
Supplies		
Personal property taxes		
Payroll taxes (Employer FICA, FUTA & SUI)		
Workers Comp		
Licenses & Permits		
Travel & Lodging (excluding meals & entertainment)		
Meals and Entertainment (see note a)		
Utilites for office or storage (see note f)		
Wages (included the employees' withholding taxes)		
Bank Charges (see note b)		
Cell phone (see note c)		
2nd Phone at home for business and/or fax		
Continuing Education		
Dues		
Subscriptions		
Gifts and Promotional Items		
Intenet Access (see note c)		
Misc		
Outside Services		
Parking		
Postage and Delivery		
Uniforms		
Items not listed above		
Equipment and Computers (itemize below) (see note e)	**Amount**	**Date of purchase**

(a) For each trip where you are out of town . overnight, you can take either your actual expenses, for which you must save receipts, or, you can take the per diem rate. Different cities . have different rates. Please go online to www.irs.gov to check the rates for each city

(b) For a business only checking account.

(c) Enter the toal and in the "business %" column, enter the percentage of business use

(d) Total of products and other samples that you give away to promote the business.

(e)Provide detailed description, purchase date and amount for each asset

(f) Must be a separate structure from your home

I certify that the information presented is true and accurate.

_____

Signature and date