

# Business Worksheet

Business Name: \_\_\_\_\_

Street address \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Employer ID \_\_\_\_\_ - \_\_\_\_\_

## Income:

Gross income \$ \_\_\_\_\_

Other income \$ \_\_\_\_\_

Other income \$ \_\_\_\_\_

## Cost of Goods Sold:

Inventory at beginning of year \$ \_\_\_\_\_

Purchases \$ \_\_\_\_\_

Items used for personal use \$ \_\_\_\_\_

Inventory at end of year \$ \_\_\_\_\_

## Expenses:

Accounting \$ \_\_\_\_\_

Advertising \$ \_\_\_\_\_

Auto expense (see auto exp.  
worksheet)

Bank charges \$ \_\_\_\_\_

Commissions paid \$ \_\_\_\_\_

Contract labor \$ \_\_\_\_\_

Delivery/freight \$ \_\_\_\_\_

Dues/subscriptions \$ \_\_\_\_\_

Employee benefits \$ \_\_\_\_\_

Insurance (other than health) \$ \_\_\_\_\_

Laundry/cleaning \$ \_\_\_\_\_

Legal/professional \$ \_\_\_\_\_

Office expense \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Printing \$ \_\_\_\_\_

Security \$ \_\_\_\_\_

Supplies (consumables) \$ \_\_\_\_\_

Real estate taxes \$ \_\_\_\_\_

Repairs & Maintenance \$ \_\_\_\_\_

Pavroll taxes \$ \_\_\_\_\_

Sales tax (included in gross receipts) \$ \_\_\_\_\_

Telephone (business portion) \$ \_\_\_\_\_

Small tools \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Meals (total) \$ \_\_\_\_\_

Uniforms \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Wages \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Provide tax renorts

**IMPORTANT:** The following items **MUST** be depreciated and should **NOT** be included in the above categories. Use our Assets Purchase list to list out these items.

Computers

Printer

Furniture

Equipment

Large Improvements

Monitors

Telephones

Machinery

Large Repairs

Questions?

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