

Business Worksheet

Business Information (use a separate worksheet for each business)

Name of Business Owner: _____

Name of Business: _____

Type/ Nature of Business: _____

Business Address: _____

Was business started this year? Yes No In home office square footage _____

Business Income

Gross Business Income: \$ _____ Refunds and allowances: \$ _____

Business Expenses	Cost	Business Expenses	Cost
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Advertising	\$	Taxes & Licenses	\$
Business Auto miles driven		Travel	\$
Commissions and Fees Paid	\$	Meals & Entertainment	\$
Contract Labor *	\$	Utilities	\$
Employee Benefits	\$	Wages	\$
Insurance	\$	Utilities	\$
Interest - Mortgage	\$	Wages	\$
Interest - Other	\$	Bank Fees	\$
Legal / Professional Fees	\$	Credit Card Fees	\$
Office Expenses	\$	Cell Phone	\$
Pension & Profit Sharing	\$	Postage	\$
Rent - Vehicles, Equipment	\$		\$
Rent - Other	\$		\$
Repairs / Maintenance	\$		\$
Supplies	\$		\$

* IRS requires Form 1099 reporting of contract labor name, address, SSN and the amount they were paid

Equipment Purchased	Date Purchased	Date Placed in Service	Cost
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_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____