

Individual: _____
 Company: _____
 Phone: _____

Business Income / Expenses

Business Income _____
 Self-Employment Income _____
 Wages/Commissions Paid _____
 (Provide copy of W-2/W-3, 1099/1096)
 Refunds _____
 Bad Debt (Uncollectable) _____
 Quarterly Estimates Paid: _____

_____	_____	_____	_____
amt	amt	amt	amt
_____	_____	_____	_____
date	date	date	date

Office In Home

Total Area of Home _____
 Area Used for Business _____
 Used Exclusively / Part-time _____
 Utilities (Direct/Indirect) _____
 Repairs/Maintenance (D/I) _____
 Mortgage Interest (D/I) _____
 Insurance (D/I) _____
 Taxes (D/I) _____

Office Expenses/Supplies

Rent / Lease _____
 Mortgage Interest _____
 Taxes on Buildings _____
 Insurance on Buildings / _____
 Equipment _____
 General Office Supplies _____
 Accounting Fees _____
 Advertisement _____
 Business Cards _____
 Legal / Professional _____
 Telephone / Cell Phone _____
 Bank Charges / Fees _____
 Beeper / Radio _____
 Cable / Internet: _____
 Office Equipment _____
 Safe Deposit / Post Office _____
 Repairs / Maintenance _____
 Computer Hardware / _____
 Software _____
 Postage / Express Mail _____
 Shipping / Freight _____
 Publications/ journals/ Books _____
 Storage / Monthly Fees _____

Auto Expenses

Model and Year _____
 Date Purchased _____
 Total Cost _____
 Sales Tax _____
 Annual Miles Driven _____
 Business Miles _____
Jan 1 – Jun 30 _____
Jul 1 – Dec 31 _____

OR

Fuel Purchased _____
 Oil / Lubrication _____
 Finance Charges _____
 Auto Club _____
 Tires, Batteries etc _____
 Repairs/Maintenance _____
 Insurance _____
 License/Registration _____
 Tag/Tax _____

Travel/Entertainment

Air / Rail Fees _____
 Car Rental _____
 Taxi / Public Transport _____
 Parking / Tolls etc _____
 Meals per diem _____
 Nights Away from Home _____
 (> 50 Miles)
 Telegraph / Fax _____
 Lodging _____
 Excess Baggage Fees _____
 Passport Fee/ Photos _____
 Luggage/ Brief case _____
 Job Entertainment _____
 Business Meals _____

Training/Education

Job Seeking Expenses _____
 Seminars/Workshops _____
 Licenses/Association _____
 Subscriptions _____

Miscellaneous Expenses

Manuals / Logbooks _____
 Work Boots/Hats/Gloves _____
 Tools / Equipment _____
 Dues -Union /Club/ Org _____
 Uniforms / Cleaning _____

New Business Equipment Added This Year

<u>Item</u>	<u>Date Purchased</u>	<u>Cost</u>	<u>% of BS USE</u>	<u>If vehicle, give weight, make & model</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Add pages as needed

Business Equipment Disposed of This Year

<u>Item</u>	<u>Date Purchased</u>	<u>Cost</u>	<u>Date Sold/Amount</u>	<u>Amount of Depreciation Taken</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Add pages as needed

Rental Information: Property Added This Year

<u>Address</u>	<u>Brief Description</u>	<u>Residential or Commercial</u>	<u>Date Purchased</u>	<u>Attach Closing Statement</u>	<u>Land Value</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Property Disposed of This Year

<u>Address</u>	<u>Brief Description</u>	<u>Res/Com</u>	<u>Date Purchased</u>	<u>Attach Closing Statement</u>	<u>Land Value</u>	<u>Depreciation Taken</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Rental Income / Expenses

	<u>(Address)</u>	<u>(Address)</u>	<u>(Address)</u>	<u>(Address)</u>
Rents Collected	\$ _____	_____	_____	_____
Real Estate Tax Paid	_____	_____	_____	_____
Mortgage Interest Paid	_____	_____	_____	_____
Bank/ Loan # (on 1098)	_____	_____	_____	_____
Insurance	_____	_____	_____	_____
Management Costs	_____	_____	_____	_____
Salaries/Wages (W2)	_____	_____	_____	_____
Commissions (1099)	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Legal	_____	_____	_____	_____
Repairs	_____	_____	_____	_____
Improvement	_____	_____	_____	_____
Utilities	_____	_____	_____	_____
Pest Control	_____	_____	_____	_____
Lawn Care	_____	_____	_____	_____
Other	_____	_____	_____	_____