

Business Income & Expense Worksheet

General Information

1 Business Name _____
 2 Business Street Address _____
 City _____ State _____ Zip _____
 3 Principal Business Profession..... 4 Tax ID No. _____
 5 Type of Entity* (Circle One): Sole Proprietorship S Corp C Corp Partnership LLC
 LLC w/ S Corp Taxation Election

Income	Type	2015 Amount
5 Gross Receipts or Sales:.....		
6 Other Income (interest etc.).....		

Cost of Goods Sold (if Applicable) 2015

7 Purchases (for resale, etc.)..... _____
 8 Direct Materials..... _____

General Expenses 2015

NOTE: If any expense is both business and personal; you must provide amounts or % allocation.

9 Accounting..... _____
 10 Advertising..... _____
 11 Bank Charges/Fees..... _____
 12 Cleaning..... _____
 13 Commissions & Fees..... _____
 14 Computer Services & Supplies..... _____
 15 Contract Labor/Outside Services..... _____
 16 Credit & Collection Costs..... _____
 17 Delivery & Freight..... _____
 18 Dues & Subscriptions..... _____
 19 Gifts..... _____
 20 Health Savings Account Contributions..... _____
 21 Insurance
 a Health Insurance..... _____
 b Liability Insurance..... _____
 c Life Insurance..... _____
 d Property Insurance..... _____
 22 Interest
 a Finance Charges..... _____
 b Loan Interest..... _____
 c Other Interest..... _____
 23 Internet Service..... _____
 24 Laundry..... _____
 25 Legal & Professional Fees..... _____
 26 Licenses..... _____
 27 Meals & Entertainment..... _____
 28 Miscellaneous..... _____
 29 Office Supplies..... _____

Business Income & Expense Worksheet (con't)

General Expenses	2015
30 Parking Fees & Tolls.....	_____
31 Permits & Fees.....	_____
32 Postage.....	_____
33 Printing & Reproduction.....	_____
34 Repairs & Maintenance.....	_____
35 Rents	
a Equipment Rental.....	_____
b Property/Building Rental.....	_____
36 Salaries & Wages (attach 941 & 940)	
a Gross Wages.....	_____
b Social Security & Medicare Taxes.....	_____
c Federal Unemployment Tax.....	_____
d State Unemployment Tax.....	_____
37 Security.....	_____
38 Supplies.....	_____
39 Taxes (other)	
a State Income/Franchise Tax.....	_____
b Property Taxes.....	_____
c Other Miscellaneous Taxes.....	_____
40 Telephone.....	_____
41 Tools.....	_____
42 Training/Continuing Education.....	_____
43 Travel (airline, parking, hotels, tolls, rental car).....	_____
44 Uniforms.....	_____
45 Utilities.....	_____
46 Other Expenses.....	_____
47 Vehicle description..... _____ Date placed in service..... _____	
a Mileage reading beginning of year _____ Mileage reading at end of year _____	
b Business miles (mileage log required – do not include personal miles)..... _____	

Depreciable Assets	Type	2015 Amount
48 Fixed Asset Purchases.....	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

***If you have a new business entity such as a corporation, partnership, or multi-member LLC, or you are a new client, please have the following documents and information available at your appointment:**

- ✓ Articles of Incorporation/Articles of Organization
- ✓ Shareholder(s)/partner(s) name(s) and social security number(s) with percentage of ownership
- ✓ Verification of Subchapter S Corporation status, if applicable