

BUSINESS INCOME & EXPENSE WORKSHEET

YEAR: _____

NAME: _____ FED ID# _____

BUSINESS NAME: _____

ADDRESS: _____

BUSINESS ACTIVITY (CHECK ALL THAT APPLY): Sales Manufacturing Service

PRODUCT SOLD/SERVICE PERFORMED: _____

Dates of operation THIS YEAR: From _____ To _____

Was this work full-time or part-time? # of hours _____ FT PT

Is any portion of your investment in this business not subject to payback by you? Yes No

Business Income

GROSS SALES/RECEIPTS	All 1099 Income for Services Performed	Bring in all 1099s RCVD. Include Non-Employee Amount in Gross Sales.
SALES TAX COLLECTED	(If not included in above)	Do your records match the amount reported? Yes___ No___
RETURNS/REFUNDS	Amount included in Gross Sales that was refunded	Did you receive \$10,000.00 in actual cash from any individual at any one time - or in accumulated amounts during this tax year?
OTHER INCOME	Directly related to your business	

Sales of Equipment, Machinery, Land, Buildings Held for Business Use

Property Type	Date Sold	Date Aquired	Gross Sales Price	Original Cost	Expense of Sale

BUSINESS EXPENSES

Purchase of Product & Supplies for Resale		Freight/Shipping Costs not included in purchase	
Personal Use		Other Costs	
Acutal cost of items in purchases used		Inventory at Year-End	
Cost of Labor		How Did you Arrive at Inventory Value?	
Purchase of Materials for Jobs		<input type="checkbox"/> Actual Cost <input type="checkbox"/> Other	