

Owner's Name \_\_\_\_\_ Type of Bus./Bus.' Name \_\_\_\_\_ S. S./EIN # \_\_\_\_\_ Tax Year \_\_\_\_\_  
Bus. Address \_\_\_\_\_ City, State, & Zip Code \_\_\_\_\_ (A/C) Business Phone # \_\_\_\_\_

\* **By reporting all sales taxes collected and paid to the state, we do not need to keep up with non-recovered sales tax or discounts.**

Date You Started Your Business \_\_\_\_\_; Claimed last yr.? \_\_\_\_\_

**RECEIPTS (total \$s received net of discounts) (@ RETAIL)**

Net Sales Including Tax (add up sales tickets) \$ \_\_\_\_\_

Net Sales to Associates Including Tax \$ \_\_\_\_\_

Returns & Uncollected Sales Included in Net Sales \$ \_\_\_\_\_

Commissions/Bonuses Received (1099-MISC) \$ \_\_\_\_\_

Other Income (ex., interest)(describe) \$ \_\_\_\_\_

\* **Personal use, gifts, & inventory valued @ wholesale (cost)**

**COST OF GOODS (RE)SOLD (your cost) (@ WHOLESALE)**

Beginning Inventory on 1/1/\_\_\_\_ (if 1st yr., = "0") \$ \_\_\_\_\_

Purchases of Product for Resale (invoices + tax) \$ \_\_\_\_\_

Personal Use of Saleable Product (@ wholesale) \$ \_\_\_\_\_

Saleable Product Given Away (@ wholesale) \$ \_\_\_\_\_

Cost of Labor to Produce Products for Resale \$ \_\_\_\_\_

Materials & Supplies Bought to Produce Products \$ \_\_\_\_\_

Ending Inventory on 12/31/\_\_\_\_ (@ wholesale) \$ \_\_\_\_\_

\* The space for office in home must be used **exclusively** for bus.

**OFFICE IN HOME DATA (if 2 homes used, separate by a ";")**

Office & Storage: Sq. Ft. | & # of **entire** rooms used \_\_\_\_\_ | \_\_\_\_\_.

Entire Home: Sq. Ft. (excl. garage) | & # of rooms \_\_\_\_\_ | \_\_\_\_\_.

Date Apartment/House Rented or Purchased \_\_\_\_\_

Purch. Price + **Closing + Improve. Prior to Bus.** \$ \_\_\_\_\_

Est. Value of Land **Only** (county tax appraisal) \$ \_\_\_\_\_

**OFFICE IN HOME DEDUCTIONS (for 2, separate by a ";")**

Mortgage Int. (**only**) (Form 1098/coupon book) \$ \_\_\_\_\_

Real Estate Taxes (Form 1098/coup. book/checks) \$ \_\_\_\_\_

Homeowner/Hazard/Renter's Insur. (1098/checks) \$ \_\_\_\_\_

**Rent (NOT mortgage)** Payments (while in bus.) \$ \_\_\_\_\_

Repairs (**put improve. on Depr. W/s only**), Lawn \$ \_\_\_\_\_

Utilities: Gas \$ \_\_\_\_\_ Water \$ \_\_\_\_\_ Electric \$ \_\_\_\_\_

Security, Pest, Housekeeper, & Association Fees \$ \_\_\_\_\_

\* **IRS REQUIRES THAT YOU KEEP A MILEAGE LOG \***

\* = Circle "**Leased**" if car was leased, and... **CAR DATA FOR EACH CAR USED IN BUS. ...draw an arrow to which car was leased. \***

Year, Make and Model \_\_\_\_\_;

Date **Purchased/Leased\*** \_\_\_\_\_;

Purchase/Lease\* Price Incl. Tax \$ \_\_\_\_\_; \$ \_\_\_\_\_

**OPERATING EXPENSES (some allocated per business usage\*)**

Advertising & Sales Aids (business cards/flyers) \$ \_\_\_\_\_

Bank & Credit Card Processing Fees **for Business** \$ \_\_\_\_\_

Commissions **Paid Out** by You to Others \$ \_\_\_\_\_

Wages/Contract Paid to Employees (and your kids) \$ \_\_\_\_\_

**Self-Employed (only)** Health Insurance Premiums \$ \_\_\_\_\_

**Bus.** Insurance (property, liability, work. comp.) \$ \_\_\_\_\_

Loan/Credit Card Int. (**Business Portion Only**) \$ \_\_\_\_\_

Legal/Tax/Professional Fees (tax preparation) \$ \_\_\_\_\_

Off. Supp. (**furn./equip. on Depr. W/sheet. only**) \$ \_\_\_\_\_

Office Rent (incl. meeting rooms & storage space) \$ \_\_\_\_\_

Car or Equipment (ex., copier) Rentals (**bus. %**)\* \$ \_\_\_\_\_

Repairs & Maintenance to **Office** Bldg/Equipment \$ \_\_\_\_\_

**Business** Taxes (sales, payroll, franch.) & Licenses \$ \_\_\_\_\_

**Travel: Transportation** \$ \_\_\_\_\_; **Lodging** \$ \_\_\_\_\_

**Business Meals** (meal bought for **other person**) \$ \_\_\_\_\_

**Out of Town Meals for Bus.** \$ \_\_\_\_\_; **# of nights out of town** \_\_\_\_\_

**Business** Gifts (\$25 each or less) & Entertainment \$ \_\_\_\_\_

**2<sup>nd</sup>, Separate, Bus.** Phone Line + Bus. Long Dist. \$ \_\_\_\_\_

Cell Ph., Beeper, Call Notes (**business use only**)\* \$ \_\_\_\_\_

Utilities (**on office/storage outside of your home**) \$ \_\_\_\_\_

**Business** Publications & Bus. Association Dues \$ \_\_\_\_\_

**Business** Postage (stamps) & Freight (invoices) \$ \_\_\_\_\_

**Bus.** Seminars + Motivation Books/CDs/DVDs \$ \_\_\_\_\_

**Bus.** Uniforms + Cleaning/Alterations of Uniforms \$ \_\_\_\_\_

Other (ex., tools; please describe) \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL (full year) CAR EXPENSES** **Car #1** **Car #2**

Gas, Repairs, Parts, Maint., & Car Wash \$ \_\_\_\_\_; \$ \_\_\_\_\_

Insurance, Tags, Inspec. Sticker, & AAA \$ \_\_\_\_\_; \$ \_\_\_\_\_

**Car Loan Int. (only)/Lease\*** Payments \$ \_\_\_\_\_; \$ \_\_\_\_\_

Parking & Tolls \$ \_\_\_\_\_; Inclusion Amt. (I'll do) \$ \_\_\_\_\_; \$ \_\_\_\_\_

**\*\* I ATTEST TO THESE MILEAGE FIGURES (initial) \*\*** \_\_\_\_\_

Miles Driven for **Business Purposes Only** \_\_\_\_\_;

Total Miles the Vehicle Was Driven (**full yr.**) \_\_\_\_\_;

R. T. Job Commute \_\_\_\_\_; Is there more than 1 car in your home? \_\_\_\_\_

