

BUSINESS INCOME AND EXPENSES

If you keep track of your income and expenses in a computerized accounting system such as QuickBooks, please provide a year-to-date Profit & Loss Statement.

If you do not have a computerized accounting system, please provide the following information:

INCOME

What is your total income for the year? Please add all of your income for the year, based on your records, including total bank deposits, 1099-K and 1099-MISC statements:

EXPENSES- Please add all of your expenses for the year in the following categories:

Accounting_____

Advertising (website, business cards, flyers, etc.) _____

Bank Charges/Merchant Account fees/Credit Card processing fees_____

Car and truck expenses (see worksheet) – please provide one worksheet for **each** vehicle

If you retail products, please total all purchases for the year:_____ ,

What is the cost of products left on hand/in inventory as of 12/31_____?

Cell phone monthly service and the cost of new cell phone equipment_____

Cleaning and janitorial_____

Commissions/Contract Labor/Outside Services (If you pay more than **\$600** in a calendar **year** you must issue a 1099-MISC to each person/company paid by Jan 31st and to the IRS by Feb 28th) _____

Computer expenses, including software, anti-virus programs, etc. _____

Conventions/Trade Shows_____

Delivery/Freight_____

Dry Cleaning/Laundry_____

Dues/fees/memberships_____

Education/Seminars_____

I verify that I have accurate books, records and documentation to support the income and expenses listed.

Signed: _____ Date: _____

BUSINESS INCOME AND EXPENSES

Franchise Fees _____

Gifts (you can only claim \$25 per person per year) _____

Insurance (liability) _____

Interest paid for business loans/credit cards _____

Internet _____

Janitorial/Cleaning _____

Legal and professional fees _____

Licenses/Permits _____

Meals and entertainment _____

Moving _____

Office equipment _____ Office furniture _____ Office supplies, postage _____

Office in home (please fill-out the separate worksheet if you have a home office)

Pest Control/Extermination _____

Printing _____

Promotion _____

Publications, journals, books, magazines _____

Research & Development _____

Rent (equipment and store – not office in home) _____

Security _____

Storage _____

Supplies _____

Taxes (All Sales Taxes, Property Taxes, Payroll Taxes) _____

Telephone (land line, fax line, etc) _____

I verify that I have accurate books, records and documentation to support the income and expenses listed.

Signed: _____ Date: _____

BUSINESS INCOME AND EXPENSES

Tools and Equipment purchased this year _____

Tools and Equipment purchased in prior years and never claimed (make an inventory list with detail description approx. date purchased and cost) – see worksheet

Travel out of town: Airfare/Transportation_____ Lodging_____ Rental
Car/Taxi/Super shuttle_____

Uniforms, shoes, safety gear_____

Utilities (do not include home utilities for your home office):

Electric_____ Water/Sewer_____ Natural Gas_____

Trash Service_____CAD fees_____

Wages and payroll expenses (please provide copies of all W-2, W-3, Form 941, 940, and AZ payroll returns filed for the year)_____

Other expenses- (not shown above):

[illegible]

I verify that I have accurate books, records and documentation to support the income and expenses listed.

Signed: _____ Date: _____