

# Business Income & Expense Worksheet

Company Name _____	Tax Year _____
Email Address _____	
Shareholder Name _____	Phone _____ EIN _____

<b>Entity Type</b>	<input type="checkbox"/> C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> PLLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Non-Profit
<b>Accounting Method</b>	<input type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Inventory Method <input type="checkbox"/> Lower of Market Cost <input type="checkbox"/> Other
<b>Bookkeeping</b>	<input type="checkbox"/> Potter Firm Prepared <input type="checkbox"/> My Own QuickBooks <input type="checkbox"/> Excel Spreadsheet <input type="checkbox"/> Summarized On This Form
How many months was this business in operation during the year? _____ Months	
Did you loan the company money? (You loaned the company money/purchased goods for company with personal funds) <input type="checkbox"/> Yes <input type="checkbox"/> No	

 **If we prepared your bookkeeping or you provided us with a copy of your QuickBooks, stop here and sign the back of this form.**

 **If you used another form of bookkeeping, such as Excel, Dome Book or Journal, complete the front and back of this form. Your signature on the back of this form is required in order to prepare your tax return.**

Income & Expenses Summary	Cost of Goods Sold (Do not include Operating Expenses)
Gross Receipts or Sales                     \$ _____	Inventory at Beginning of Year             \$ _____
Returns & Allowances                         \$ _____	Purchases                                         \$ _____
Other Income                                     \$ _____	Cost of Items For Personal Use             \$ _____
	Cost of Labor (Provide 941's or 1099's)     \$ _____
Expenses (From Back of Form)             \$ _____	Materials & Supplies                         \$ _____
Personal Loans To Company                 \$ _____	Other Costs                                       \$ _____
Purchases for Company Paid Personally   \$ _____	Inventory End of Year                         \$ _____

Sale of Equipment, Machinery, Land or Buildings for Business Purposes					
Description	Date Purchased	Date Sold	Cost	Expense of Sale	Proceeds
_____	____/____/____	____/____/____	\$ _____	\$ _____	\$ _____
_____	____/____/____	____/____/____	\$ _____	\$ _____	\$ _____

Vehicle Expenses (Choose Only ONE Method – Standard or Actual)			
Standard Mileage Rate	Actual Expense	Vehicle 1	Vehicle 2
Total Miles                     _____ Miles	Year & Make of Vehicle             _____		
Total Business Miles         _____ Miles	Date Purchased                     \$ _____		
<b>Business Mileage Examples</b>	Total Miles Driven                   \$ _____		
Bank Trips	Total Business Miles               \$ _____		
Client Meetings	Fuel                                       \$ _____		
Purchase Supplies	Insurance                             \$ _____		
Professional Meetings	Interest on Loan                     \$ _____		
Out of Town Business Trips	Tag Fees                               \$ _____		
Do not include miles commuting to the office or between home and the first and last stop	Maintenance                         \$ _____		
	Fees & Tolls                             \$ _____		



# Business Income & Expense Worksheet

Do you work from an office in your home? Yes ☐ No ☐ (if yes, please attach the Business Use of Home Worksheet)

You can find the worksheet at <http://www.MatthewPotterCPA.com/Worksheets.html>

Accounting	\$	Postage	\$
Advertising	\$	Printing & Copying	\$
Answering Service	\$	Rent/Lease building	\$
Bad Debts	\$	Rent/Lease Equipment	\$
Bank Charges & Credit Card Fees	\$	Pension & Profit Sharing	\$
Cell Phone (Business Use _____%)	\$	Professional Journals & Publications	\$
Commissions Paid	\$	Reference or Technical books/manuals	\$
Delivery & Freight	\$	Repairs & Maintenance	\$
Dues & Subscriptions	\$	Security	\$
Education, Seminars & Workshops	\$	Taxes-Real Estate (If you own the office bldg..)	\$
Gifts (Limited to \$25.00 per person/couple)	\$	Taxes-other	\$
Health Insurance Premiums	\$	Telephone-Long distance	\$
Insurance (not health)	\$	Telephone Services	\$
Interest-Mortgage (If you own an office bldg.)	\$	Tradeshow/Convention Fees	\$
Interest-other	\$	Travel (Lodging, auto rental, air-taxis-fare. Etc.)	\$
Internet	\$	Uniforms	\$
Janitorial	\$	Utilities	\$
Laundry/Cleaning	\$	Wages paid (attach 941's)	\$
Legal & Professional fees	\$	Wages-Contract (attach 1099's)	\$
Meals & Entertainment	\$		
Outside Services	\$		
Office Supplies	\$		
Online Fees & Services	\$		

Equipment Purchased for Business Purposes					
Description	Date Purchased	Cost Including Tax	Description	Date Purchased	Cost Including Tax
	/ /	\$			\$
	/ /	\$			\$

## Signature is required prior to preparing your tax return

You should retain all original receipts, checks and bank statements and mileage logs to support these deductions. I declare that the information I have provided to Matthew A. Potter CPA, PA is to the best of my knowledge is true, correct and complete.

Taxpayer Signature

Date