

Business income and expenses worksheet for sole proprietors and LLCs

Please let us know if you have made any business loans that turned out to be uncollectible.

Please bring the following documents to your appointment

- 1099-MISCs
- 1098s for interest paid
- Profit and loss statement (if available)
- Balance sheet (if available)

Business name

Business EIN

Business address

Contact person

Principal business activity, product or service

Method of accounting

- Cash
- Accrual

Income

Income from principal business activity

\$

Returns and allowances

\$

Expenses

Advertising

Gifts (max \$25 per person)	\$	<input type="text"/>
Website	\$	<input type="text"/>
Other advertising (marketing, ads, yellow pages, etc.)	\$	<input type="text"/>

Car and truck

Vehicle year, make and model	<input type="text"/>	
Business miles	Miles	<input type="text"/>
Commuting miles	Miles	<input type="text"/>
Personal miles	Miles	<input type="text"/>

Commissions and fees

Bank fees	\$	<input type="text"/>
Credit card fees	\$	<input type="text"/>
Contract labor	\$	<input type="text"/>

Employee benefits

Be ready to discuss

Insurance

Building insurance	\$	<input type="text"/>
Health insurance	\$	<input type="text"/>
Liability insurance	\$	<input type="text"/>

Interest

Loans	\$	<input type="text"/>
Mortgage not shown on 1098	\$	<input type="text"/>

Legal and professional services

Accounting services	\$	<input type="text"/>
Consultant services	\$	<input type="text"/>

Legal services	\$	<input type="text"/>
Continuing education	\$	<input type="text"/>
Professional dues, organizations and journals	\$	<input type="text"/>

Office supplies

Copies	\$	<input type="text"/>
Postage	\$	<input type="text"/>
Software	\$	<input type="text"/>

Pension and profit-sharing

Be ready to discuss

Rent or lease

Building	\$	<input type="text"/>
Vehicles or equipment	\$	<input type="text"/>

Repairs or maintenance

Building	\$	<input type="text"/>
Cleaning	\$	<input type="text"/>
Computer	\$	<input type="text"/>
Equipment	\$	<input type="text"/>

Supplies

Equipment/tools less than \$200 each (used in primary business)*	\$	<input type="text"/>
--	----	----------------------

* Equipment and tools greater than \$200 per item; please provide list with purchase dates.

Taxes and licenses

Real estate tax not shown on 1098	\$	<input type="text"/>
Sales tax paid if included in gross income	\$	<input type="text"/>
Payroll	\$	<input type="text"/>
Business license	\$	<input type="text"/>

Travel

Air	\$	<input type="text"/>
Hotel	\$	<input type="text"/>
Ground	\$	<input type="text"/>
Meals and entertainment	\$	<input type="text"/>

Utilities

Cell phone (business portion only)	\$	<input type="text"/>
Gas, electric, water	\$	<input type="text"/>
Internet	\$	<input type="text"/>
Security	\$	<input type="text"/>
Wages	\$	<input type="text"/>

Please provide list accounting for all other income and/or expenses not shown above.

Inventory

If you carry inventory, complete the following:

Inventory value at beginning of the year	\$	<input type="text"/>
Purchases	\$	<input type="text"/>
Materials/supplies used to produce inventory	\$	<input type="text"/>
Cost of labor to produce inventory	\$	<input type="text"/>
Shipping costs for inventory	\$	<input type="text"/>
Inventory value at the end of the year	\$	<input type="text"/>

Download other tax organizers

Please consider filling out other applicable tax organizers listed below

Tax organizers

- [Itemized Deductions Tax Organizer](#) (If you think you might itemize deductions this year)
- [Rental Income and Expenses Tax Organizer](#) (If you own rentals)
- [Simple Tax Organizer](#)

tucson
tax
team

Taxes solved.

(520) 777-7844

info@tucsontaxteam.com

6111 E. Grant Rd.
Tucson, AZ 85712