

**FROM:** ALT FINANCIAL SERVICES, INC.  
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**TO:**

## “2014 BUSINESS INCOME AND EXPENSES WORKSHEET”

**A Brief Description of Your Business:** \_\_\_\_\_  
( EX: Sales of Avon; Service Station Operator; Babysitter; Construction; Etc. )

**Your Business Name:** \_\_\_\_\_

**Your Business Address:** \_\_\_\_\_

**Your Federal Employer ID # (EIN), if any:** \_\_\_\_\_

Is 2014 the first time you are filing a tax return for this business?  YES  NO  
If “YES”, the date you started the business: \_\_\_\_\_

Did you “Materially Participate” in the operation of this business during 2014?  YES  NO

Did you comply with all “**Sales and Use Tax**” reporting requirements for 2014?  YES  NO

Did you receive over \$10,000 in cash in any transaction in 2014?  YES  NO

Did you make any payments that would require you to file Form(s) 1099?  YES  NO

If “YES”, did you or will you file all required “**Forms 1099**”?  YES  NO

During 2014 did you **Sell or Dispose of any business property or equipment** that you are currently or have previously depreciated? If “YES”, enclose details.  YES  NO

Are you deducting expenses for the business use of your home?  
If “YES”, that area must be your place of business and it must be used  YES  NO  
**exclusively & regularly** for business, If “YES”, enclose detailed expenses.

### YOUR “GROSS” RECEIPTS OR SALES FOR 2014 FROM:

\$ \_\_\_\_\_  
(CASH) / (CHECK)

\$ \_\_\_\_\_  
(CREDIT CARD/THIRD PARTY NETWORKS)  
(ie: PayPal and Google Checkout)

Any “**OTHER**” Business Income? (\$ \_\_\_\_\_) (\$ \_\_\_\_\_) (\$ \_\_\_\_\_)  
(Includes tips, prizes and awards, bonuses received, fuel credits, interest on accounts receivable, etc.)

### PLEASE TURN OVER TO RECORD YOUR BUSINESS EXPENSES

*I hereby certify that I have included all income received in conducting my business including all Form 1099 income and all cash, checks and charge card income received. I have adequate written receipts, records, cancelled checks, and books to substantiate all expenses claimed. Alt Financial Services has explained all of the record keeping requirements for these expenses and also the consequences for failing to keep the records including full or partial disallowance of the expenses which will result in additional taxes, interest and penalties.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

# MAJOR BUSINESS PURCHASES DURING 2014

(DO NOT INCLUDE IN OPERATING EXPENSES BELOW)

Describe Item Purchased	Date	<u>Total Cost</u> (Including Sales Tax)

## COST OF GOODS SOLD DURING 2014

If your business involves the sale of merchandise rather than a service business,  
we will need to know several things about what you are selling:

Your **COST**, *not the value*, of your inventory on January 1, 2014:                   \$ \_\_\_\_\_

Your **COST**, *not the value*, of your inventory on December 31, 2014:               \$ \_\_\_\_\_

Your **COST**, *not the value*, of **ALL** merchandise purchased in 2014:           \$ \_\_\_\_\_

**Now, out of your total cost of all merchandise purchased above,  
you will need to separate those purchases into three categories:**

Merchandise purchased for sale to customers:   \$ \_\_\_\_\_

Merchandise purchased that was withdrawn for personal use:                               \$ \_\_\_\_\_

Merchandise purchased that was withdrawn for demonstration or promotional purposes:   \$ \_\_\_\_\_

## BUSINESS OPERATING EXPENSES FOR 2014

Advertising Expenses                   \$ \_\_\_\_\_                   Depreciation (Leave Blank)                   \$ \_\_\_\_\_

Insurance Expenses                    \$ \_\_\_\_\_                   Business Utilities Expenses                   \$ \_\_\_\_\_

Mortgage Interest                     \$ \_\_\_\_\_                   Wages for Employees                        \$ \_\_\_\_\_

Other Interest Expenses               \$ \_\_\_\_\_                   Subcontractors                                \$ \_\_\_\_\_

Legal/Professional Services           \$ \_\_\_\_\_                   Dues and Publications                       \$ \_\_\_\_\_

Office Supplies                         \$ \_\_\_\_\_                   Postage and Shipping                         \$ \_\_\_\_\_

Rent on Business Machinery           \$ \_\_\_\_\_                   Demonstration Item Expense                \$ \_\_\_\_\_

Rent on Business Property            \$ \_\_\_\_\_                   Business Telephone Expense                 \$ \_\_\_\_\_

Repairs and Maintenance             \$ \_\_\_\_\_                   Bank Service Charges                        \$ \_\_\_\_\_

Business Supplies                     \$ \_\_\_\_\_                   Other ( \_\_\_\_\_ )                         \$ \_\_\_\_\_

Business Taxes & Licenses           \$ \_\_\_\_\_                   Other ( \_\_\_\_\_ )                         \$ \_\_\_\_\_

Lodging & Travel Expenses            \$ \_\_\_\_\_                   Other ( \_\_\_\_\_ )                         \$ \_\_\_\_\_

Meals & Entertainment                \$ \_\_\_\_\_                   Other ( \_\_\_\_\_ )                         \$ \_\_\_\_\_

**The Business Use of an Automobile or Light Truck Used In Your Business  
(See the enclosed worksheet for the "Business Use of a Personal Vehicle")**