

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 collected net of discounts) (@ **RETAIL**)

Net Sales Including Tax (add up sales receipts) \$ _____

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 max. given to each individual) \$ _____

2nd, 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., OnStar, & 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? _____

