

# Business Income & Expenses

Name of Business: \_\_\_\_\_ EIN #: \_\_\_\_\_

Tax Year: \_\_\_\_\_ Nature of Business: \_\_\_\_\_

**Income:**

\_\_\_\_\_

Cost of materials sold

\_\_\_\_\_

Year end inventory

\_\_\_\_\_

**Expenses:**

Advertising

\_\_\_\_\_

Commissions/Fees

\_\_\_\_\_

Contractual Labor

\_\_\_\_\_

Insurance

\_\_\_\_\_

Interest

\_\_\_\_\_

Professional Services

\_\_\_\_\_

Office Expense

\_\_\_\_\_

Rent - Equipment

\_\_\_\_\_

Rent - Office/Land

\_\_\_\_\_

Repairs/Maintenance (not vehicle)

\_\_\_\_\_

Supplies

\_\_\_\_\_

Taxes/Licenses

\_\_\_\_\_

Travel Expense

\_\_\_\_\_

Meals (eaten at restaurant)

\_\_\_\_\_

Meals (to go)

\_\_\_\_\_

Utilities

\_\_\_\_\_

Continuing Education

\_\_\_\_\_

Dues

\_\_\_\_\_

**Vehicle Expenses:**

Fuel

\_\_\_\_\_

Insurance

\_\_\_\_\_

Repairs

\_\_\_\_\_

**Mileage**

Total miles driven

\_\_\_\_\_

Business miles 1/1-6/30

\_\_\_\_\_

Business miles 7/1-12/31

\_\_\_\_\_

I hereby certify the totals listed above are correct and I have all the corresponding receipts to back up the information provided.

**Signature:** \_\_\_\_\_