

Business income and expenses worksheet for sole proprietors and LLCs

Client's name

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

Additional questions:

1099-MISC

Yes

No

1099-NEC's

1098s for interest paid

Profit and loss statement (if available)

Balance sheet (if available)

Yes

No

Registered LLC

State

Office in home exclusively used for business

Business name

Business EIN

Business address

Contact person

Principal business activity, product or service

Income

Income from principal business activity

\$

Returns and allowances

\$

Expenses

Advertising

Gifts (max \$25 per person)	\$
Website	\$
Other advertising (marketing, ads, yellow pages, etc.)	\$

Car and truck

Vehicle year, make and model	
Auto loan interest	Business Miles
Registration	Commuting Miles
	Personal Miles

Commissions and fees

Bank fees	\$
Credit card fees (Must be 100% Business Card)	\$

Contract labor \$

Employee benefits Be ready to discuss

Insurance

Building insurance	\$
Health insurance	\$
Liability insurance	\$

Interest

Loans	\$
Business credit card interest (Must be 100% used for business)	\$

Legal and professional services

Accounting services	\$
Consultant services	\$

Legal services	\$
Continuing education	\$
Professional dues, organizations and journals	\$
Office supplies	
Copies	\$
Postage	\$
Software	\$
Office supplies	\$
Meals with clients	\$
Office-In-Home (Please put expenses on Office-In-Home Organizer)	
Rent or lease	
Building	\$
Vehicles or equipment	\$
Repairs or maintenance	
Building	\$
Cleaning	\$
Computer	\$
Equipment	\$
Retirement plan contributions	\$
Supplies	\$
Equipment/tools less than \$2,500 each (used in primary business)	\$
Taxes and licenses	
Sales tax paid if included in gross income	\$
Payroll Tax	\$
Business license	\$

Travel

Air	\$
Hotel	\$
Ground	\$
Meals	\$

Communications

Cell phone (business portion only)	\$
Internet	\$
Security	\$
Utilities for rented space (not home office)	\$

Other

\$	\$
\$	\$

Assets over \$2,500 - each

Description	Purchased Date
	\$
	\$
	\$

Inventory

If you carry inventory, complete the following:

Inventory value at beginning of the year	\$
Purchases	\$
Materials/supplies used to produce inventory	\$
Cost of labor to produce inventory	\$
Shipping costs for inventory	\$
Inventory value at the end of the year	\$