

# General Business Income & Expenses

Gross Income: \$ \_\_\_\_\_

Total Expenses:

Contract Labor \_\_\_\_\_

Wages paid to Employee \_\_\_\_\_

Advertising \_\_\_\_\_

Cell & Business Phone \_\_\_\_\_

Mileage \_\_\_\_\_

Office Supplies \_\_\_\_\_

Postage & Freight \_\_\_\_\_

Legal & Prof Fees \_\_\_\_\_

Supplies \_\_\_\_\_

Repairs \_\_\_\_\_

Insurance(Business) \_\_\_\_\_

Interest \_\_\_\_\_

Rent Office & Equip \_\_\_\_\_

Bank & Charge Card \_\_\_\_\_

Publications \_\_\_\_\_

Travel overnight \_\_\_\_\_

Sales Tax included in gross income \_\_\_\_\_

Items to Depreciation (you bought or owned)

List the name & value, & last year's return, if new Client.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Office In Home, if you used part of home, garage, Bldg.

Sq. Ft. of Office \_\_\_\_\_

Sq. Ft. of Home \_\_\_\_\_

Insurance on Home \_\_\_\_\_

Taxes on Home \_\_\_\_\_

Interest on Home \_\_\_\_\_

Rent, not buying \_\_\_\_\_

Repairs to Office \_\_\_\_\_

Repairs to Home \_\_\_\_\_

Medical Insurance \_\_\_\_\_

Utilities \_\_\_\_\_

I agree to the above Income & Expenses. I also acknowledge documents supporting this information are in my possession if IRS or state requests it.

Sign \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_