

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 _____