



### BUSINESS EXPENSE WORKSHEET

Please complete this organizer before your appointment. Please enter whole numbers only rounded to the nearest dollar. All deductions must be out of pocket expenses that are NOT reimbursed by a company, insurance, or by any other means.

Name of Business	Gross Income (provide any 1099s) \$
Address	Principal Business Activity
City/State/Zip	Product or Service

Cost of Goods Sold			
Beginning Inventory	\$	Materials & Supplies	\$
Purchases	\$	Other Costs	\$
Labor	\$	Ending Inventory	\$

Expenses				
Accounting	\$	Parking	\$	
Advertising	\$	Payroll Expenses	\$	
Answering Service	\$	Postage	\$	
Bank Charges	\$	Rent-Business Property (Office)	\$	
Cell Phone	\$	Rent-Vehicle/Machine/Equipment	\$	
Collection Expenses	\$	Repairs	\$	
Commissions Paid	\$	Salaries & Wages	\$	
Dues & Publications	\$	Security & Safety	\$	
Education Expense	\$	Storage	\$	
Employee Benefits	\$	Supplies	\$	
Equipment Rental	\$	Tax-Business Property (Office)	\$	
Freight Expense	\$	Tax-Payroll	\$	
Insurance: List Type _____	\$	Tax-Sales	\$	
Insurance: List Type _____	\$	Telephone	\$	
Interest-Mortgage for Business Property	\$	Tools	\$	
Interest-Other	\$	Uniforms	\$	
Internet	\$	Utilities	\$	
Janitorial Services	\$	Other:	\$	
Laundry/Cleaning	\$	Other:	\$	
Legal/Professional Fees	\$	Other:	\$	
Licenses & Permits	\$	Other:	\$	
Maintenance	\$	Depreciable Items: Such as Equipment, Furniture, Computer, etc. Provide list with cost and date purchased		
Meals	\$			
Miscellaneous	\$	Item:	Date:	\$
Office Supplies	\$	Item:	Date:	\$
Overnight Expenses	\$	Item:	Date:	\$

Business Use of Home			
Total Area of Home	sq/ft	Rent Paid for Year	\$
Area Used Exclusively for Business	sq/ft	Repairs & Maintenance	\$
Improvement to Home Office	\$	Utilities	\$
Insurance-Homeowners/Renters	\$	Other: Specify: _____	\$
Mortgage Interest	\$	Other: Specify: _____	\$
Real Estate Taxes	\$	Other: Specify: _____	\$

Vehicle Expenses		
Year, Make, Model of Vehicle	Total Mileage	
Date First Used for Business	Business Mileage	
Type of Vehicle: Car, Van, Truck	Commuting Mileage	
	Personal Mileage	