

#2 Business - Income & Expenses

Business Name:

REQUIRED: If You Have Payroll-Provide forms 940, 941 and W3

Income	Amounts
All 1099s Received	
All Other Business Income-Not listed on a 1099	
Total Business Income:	

Expenses	Amounts
Advertising	
Bank Charges	
Cell Phone	
Commission/Fees	
Computer/Internet	
Credit and Collection Charges	
Delivery	
Dues/Subscriptions	
Education/Training	
Equipment	
Equipment Rent	
Freight	
Insurance-Business	
Insurance-Medical	
Insurance-Vehicle(s)	
Insurance-Home	
Insurance-Life	
Interest	
Labor	
Laundry/Dry Cleaning	
Lease Payments	
Legal/Prof Fees	
Licenses	
Marketing	
Materials	
Meals/Ent	
Medical	
Office Expense	
Parking/ Tolls	
Postage	
Property Rent / Mortgage	
Repairs/Maint	
Sales & Promotional	
Supplies	
Taxes - Property	
Taxes - Local income	
Taxes - County	
Taxes-Franchise	
Taxes-Payroll	
Taxes-Sales tax paid	
Transportation\Airfare	
Travel accomodations	
Utilities	
Other-specify below:	XXXXXXXXXXXXXXXXXXXXXX
Total Expenses	

Auto Expenses - PLEASE FILL OUT AUTO EXPENSE TAB

XXXXXXXXXXXXXXXXXXXXXX

Total S.F. of Bldg where Business is located
 Total S.F. Office/Whse/Storage Space Used

AUTO EXPENSES PAGE

AUTO EXPENSES PAGE				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Check if same vehicle as last year:				
If applicable, business it is used for:				
PLEASE ENTER THE INFORMATION BELOW IF ADDING A NEW VEHICLE THIS YEAR				
Year				
Make				
Model				
Purchase date				
Purchase price				
PLEASE COMPLETE THE FOLLOWING INFORMATION FOR <u>ALL</u> VEHICLES				
Odometer Reading - Jan 1				
Odometer Reading - Dec 31				
Total Miles				
Business Miles				
Personal Miles				
Business Percentage				
ACTUAL EXPENSES				
Fuel				
Oil Changes				
Maintenance/Repairs				
Insurance				
Lease Payments				
Loan Payments				
OTHER				
Parking and Tolls				
Ad Valorem Tax				

US Travel Destination Page

This page is for travel and work away from your home base inside the United States

Please provide the following information:

State	Major City	# of Days

For Independent Contractors deployed overseas, please fill out Overseas Travel tab

