

Items needed for small & in home business taxes

1. Income:

Gross Receipts or Sales: _____

2. Expenses:

Advertising: _____

Car & Truck expenses (Business)

- Miles: _____
- Fuel: _____
- Repairs & Maintenance: _____

Commissions and fees: _____

Contract Labor: _____

New purchases to be depreciated: _____

Employee Benefit Programs (Other than Pension): _____

Insurance (Other than Health): _____

Interest (Business): _____

- Mortgage: _____
- Other: _____

Phone/Internet: _____

Legal and Professional Services: _____

Meals: _____

Office Expenses: _____

Pension & Profit-Sharing Plans: _____

Rent/Lease: _____

- Vehicle's, Machinery, and Equipment: _____

Repairs & Maintenance: _____

Supplies: _____

Taxes & Licenses: _____

Travel: _____

Utilities (If business utilities are metered separate): _____

Other Expenses: _____

3. Costs of Goods Sold (All At Cost):

Inventory at the beginning of the year: _____

Purchases: _____

Inventory at the end of the year: _____

4. Expenses for Use of Home:

Square Foot of Area used regularly and exclusively for business:

Total area of home: _____

Mortgage interest: _____

Real estate taxes: _____

Homeowners insurance: _____

Rent (if you do not own your home): _____

Repairs to house: _____

House Utilities: _____