

Business income and expenses worksheet for sole proprietors and LLCs

Client's name

Please let us know if you have made any business loans that turned out to be uncollectible.

Please bring the following documents to your appointment

- 1099-MISCs
- 1098s for interest paid
- Profit and loss statement (if available)
- Balance sheet (if available)

Business name

Business EIN

Business address

Contact person

Principal business activity, product or service

Method of accounting

- Cash
- Accrual

Income

Income from principal business activity	\$
Returns and allowances	\$
PPP Loan Amount	\$

Expenses

Advertising

Gifts (max \$25 per person)	\$
Website	\$
Other advertising (marketing, ads, yellow pages, etc.)	\$

Car and truck

Vehicle year, make and model	
Business miles	Miles
Commuting miles	Miles
Personal miles	Miles

Commissions and fees

Bank fees	\$
Credit card fees	\$
Contract labor	\$

Employee benefits Be ready to discuss

Insurance

Building insurance	\$
Health insurance	\$
Liability insurance	\$

Interest

Loans	\$
Business credit card interest	\$

Legal and professional services

Accounting services	\$
Consultant services	\$

Legal services \$

Continuing education \$

Professional dues, organizations and journals \$

Office supplies

Copies \$

Postage \$

Software \$

Office supplies \$

Meals with clients \$

Pension and profit-sharing Be ready to discuss

Rent or lease

Building \$

Vehicles or equipment \$

Repairs or maintenance

Building \$

Cleaning \$

Computer \$

Equipment \$

Supplies

Equipment/tools less than \$2,500 each (used in primary business)* \$

** Equipment and tools greater than \$2,500 per item; please provide list with purchase dates.*

Taxes and licenses

Real estate tax not shown on 1098 \$

Sales tax paid if included in gross income \$

Payroll \$

Business license \$

Travel

Air	\$
Hotel	\$
Ground	\$
Meals	\$

Utilities (Not for home office)

Cell phone (business portion only)	\$
Gas, electric, water	\$
Internet	\$
Security	\$

Wages

Please provide list accounting for all other income and/or expenses not shown above.

Other expenses

\$
\$
\$
\$

Inventory

If you carry inventory, complete the following:

Inventory value at beginning of the year	\$
Purchases	\$
Materials/supplies used to produce inventory	\$
Cost of labor to produce inventory	\$
Shipping costs for inventory	\$
Inventory value at the end of the year	\$