



Income/Expense Worksheet

Customer Name		Customer ID	
Business Name		Federal Tax ID	
Address		Phone#	
Business Activity		Other Info	

INCOME		Costs of Goods Sold	
Gross Receipts/Sales	\$	Beginning Inventory	\$
Returns & Allowances	\$	Less: Ending Inventory	\$
Income Reported on 1099's	\$	Add: Purchases	\$
Commissions	\$	Less: Personal Use Inventory	\$
Other:	\$	Cost of Labor	\$
Other	\$	Materials/Supplies	\$
Other:	\$	Other:	\$
Total Income	\$	Total Cost of Goods Sold	\$

EXPENSES		EXPENSES	
Advertising	\$	Mortgage Interest	\$
Bad Debts	\$	Office Supplies & Postage	\$
Bank Charges	\$	Parking Expense	\$
Cabs, Bus, Rentals	\$	Payroll Taxes	\$
Car/ Truck Expense (detail)	\$	Pensions/Profit Sharing	\$
Commissions & Fees Paid	\$	Rent (Business)	\$
Depreciation	\$	Repairs & Maintenance	\$
Dues and Publications	\$	Social Security & Medicare	\$
Employee Benefit Programs	\$	Supplies (other)	\$
Entertainment	\$	Taxes	\$
Freight/Delivery	\$	Tickets & Events	\$
Gifts	\$	Transportation	\$
Health Insurance (Personal 100%)	\$	Travel (Out of Town)	\$
Insurance (Business)	\$	Telephone (Business)	\$
Interest (Business)	\$	Unemployment (Fed & State)	\$
Laundry & Cleaning	\$	Utilities	\$
Legal & Professional	\$	Wages (Not Reported Above)	\$
Lodging	\$	Other:	\$
Meals & Entertainment (at 100%)	\$	Other:	\$
Meals & Tips (at 100%)	\$	Other:	\$
Total Expenses	\$	Total Expenses	\$

AUTO MILEAGE (Adequate records required)

Year/Make/Model	Vehicle 1 _____	Vehicle 2 _____
Total Miles Driven		
Business Miles		
Personal Miles		