



ONLINE SALES INCOME & EXPENSE WORKSHEET

YEAR _____

NAME _____ Federal ID # _____

NAME OF BUSINESS _____

ADDRESS OF BUSINESS _____

PRODUCT SOLD _____

How many months was this business in operation during the year? 12 Months ☐ OR From _____ To _____How many hours during the year did you and/or your spouse devote to this business? FULL TIME ☐ OR # of hours _____Is any portion of your investment in this business *not* subject to payback by you? YES ☐ NO ☐

BUSINESS INCOME

GROSS SALES OF PROPERTY YOU PURCHASED FOR RESALE		RETURNS / REFUNDS	Amount included in Gross Sales that was refunded to your client	
GROSS SALES OF PROPERTY YOU ORIGINALLY PURCHASED FOR PERSONAL USE		OTHER INCOME	Directly related to your business	
SALES TAX COLLECTED	If not included in above			

Sales of Equipment Held for Business Use

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost

BUSINESS EXPENSES (cost of goods sold)

PURCHASE OF PRODUCT & SUPPLIES FOR RESALE		PRODUCTS PURCHASED FOR PERSONAL USE & ADDED TO INVENTORY	
PERSONAL USE Actual cost of items in purchases used by you or your family		INVENTORY AT END OF YEAR	Original CostMarket Value
FREIGHT-IN Shipping cost to receive product or materials, if not included in purchases		How did you arrive at inventory value? Actual Cost ☐ Other (explain) _____	
OTHER COSTS			

ONLINE SALES EXPENSES (continued)

ADVERTISING/PROMOTION: Ads, business cards, promotional giveaways, greeting cards, exposure costs (homepage, features), etc.		EXPENSES (AWAY FROM HOME OVERNIGHT):	
EMPLOYEE BENEFITS: Health insurance, company party, mileage reimbursements, etc.		Lodging	
FEES PAID: Listing fees		Meals & tips (keep total separate from other costs)	
Display fees (borders, lettering, highlighting, photos)		Convention fees	
Grading fees, appraisals		Cruise ship convention/seminar	
PayPal, credit card service fees, etc.		Airplane or train fares	
INSURANCE: Worker's comp, business liability (do not include auto/truck/health)		Auto rental, taxis or bus fares	
INTEREST: Mortgage (on business bldg.):		Other (incidentals, laundry, etc.)	
Paid to financial institution		MEALS & ENTERTAINMENT:	
Paid to individual		Business meals	
OTHER INTEREST: (do not include auto or truck)		Gifts (limited to \$25 per individual or couple)	
List life insurance loans separately		Tickets	
Business-only credit card		UTILITIES & TELEPHONE:	
*LEGAL & PROFESSIONAL: Attorney fees for business, accounting fees, bonds, permits, etc.		Electricity (business bldg.)	
OFFICE EXPENSE: Stationery, office supplies, pens, etc.		Natural gas/heating fuel (business bldg.)	
PENSION/PROFIT SHARING: Employees only		Garbage, water, sewer (business bldg.)	
*RENT/LEASE: Machinery and equipment		Telephone (bus. line, second line, fax line, other)	
Ebay (or other site) store rent		Internet services, web site	
Other business property,		Business long distance (from home telephone)	
storage *REPAIRS & MAINTENANCE: Building, equipment, etc. (do not include auto or truck)		Cellular services, paging services	
SUPPLIES: Misc. (not included elsewhere)		WAGES: (bring your copy of W-2s/941s if they have been filed)	
Small tools		Wages to spouse (subject to Soc.Sec. and Medicare tax)	
TAXES: Licenses (not auto/truck)		Children under 18 (not subject to Soc.Sec. and Medicare tax)	
Real estate of business building & land		Other	
Sales tax (if included in gross sales)		OTHER EXPENSES (not listed elsewhere):	
Payroll (your share Soc.Sec./Medicare)		Bank charges	
TRAVEL (number of nights away):		Dues, publications, books	
City _____ Nights out ____	City _____ Nights out ____	Education, seminars, workshops	
City _____ Nights out ____	City _____ Nights out ____	Laundry & cleaning of sale items	
City _____ Nights out ____	City _____ Nights out ____	Photography	
		Printing, copying	
		Show Fees	
		Shipping (boxes, packing materials, tape, labels, postage/shipping fees)	
		Trading assistant expenses	
		Other	

EQUIPMENT PURCHASED

(Computers, furnishings, cameras, copiers, postage machines, scales, scanners, etc.)

Item Purchased	Date Purchased	Business Use %	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other Information

*1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

Due date of return is January 31. Nonfiling penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold tax on the payment(s).

Name	Address	Social Security #	Amount	Purpose of Payment

CAR and TRUCK EXPENSES

	VEHICLE 1	VEHICLE 2
Year and Make of Vehicle		
Date Purchased (month, date and year)		
Ending Odometer Reading (December 31)		
Beginning Odometer Reading (January 1)	—	—
Total Miles Driven (End Odo – Begin Odo)		
Total Business Miles (do you have another vehicle?)		
Total Commuting Miles		
Parking Fees and Tolls		
License Plates		
Interest		
<i>Continue below if you take actual expense (must use actual expenses if you lease)</i>		
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.		
Lease Costs		

OFFICE in HOME

Date Acquired Home
Total Cost
Cost Of Land
Cost Of Improvements
Sq. Footage Of Home
Sq. Footage Of Office Area
Rent Paid (If You Rent)
Interest
Taxes
Utilities/Garbage
Insurance
Repairs/Maintenance
Hours Used Per Week
Hours Worked Per Week