

REAL ESTATE INCOME & EXPENSE WORKSHEET

YEAR _____

NAME _____ Federal ID # _____

NAME OF BROKER _____

ADDRESS OF BUSINESS _____

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

COMMISSIONS		1099 – MISC. Bring in ALL 1099s received. Include Non-Employee Amount in Gross Sales. Do your records agree YES ☐ with the amount reported? NO ☐
REFERRAL FEES		
RETURNS/REFUNDS		Did you receive \$10,000.00 in actual cash from any individual at any one time—or in accumulated amounts—during this tax year?
OTHER INCOME		

Sales of Equipment, Machinery, Land, Buildings Held for Business Use

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

EQUIPMENT PURCHASED

Answering machine, calculator, camera, computer, software, fax, pager, furniture, recorder, telephone, etc.

Item Purchased	Date Purchased	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 31% of 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 only if you take actual expense (must use actual expense if you lease)</i>		
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.		
Lease Costs		

✓ BUSINESS MILES

___ Bank trips

___ Client meetings

___ Continuing education

___ Excrow & loan office

___ Professional meetings

___ Showing property

___ Viewing property

___ Other

Commuting Miles (to Office)

Sign here _____

W-9s (Request for Payee's Social Security #) are available.