

# BUSINESS WORKSHEET FOR YEAR \_\_\_\_\_

Name \_\_\_\_\_

## INCOME

|                         |    |                      |    |
|-------------------------|----|----------------------|----|
| Gross Receipts or Sales | \$ | Cost of Goods Sold   | \$ |
| Federal Gas Tax Refund  | \$ | Returns & Allowances | \$ |
| Federal or State Grants | \$ | Other Income         | \$ |

## EXPENSES

|                                  |    |                               |    |
|----------------------------------|----|-------------------------------|----|
| Advertising                      | \$ | Rent or Lease--Other Property | \$ |
| Bad Debts from sales or services | \$ | Repairs & Maintenance         | \$ |
| Car & Truck Expenses             | \$ | Supplies                      | \$ |
| Commissions and Fees             | \$ | Taxes & License               | \$ |
| Depletion                        | \$ | Travel Expenses               | \$ |
| Depreciation & Section 179       | \$ | # of Days Away Overnight      |    |
| Employee Benefit Programs        | \$ | Meal Expense                  | \$ |
| Insurance (non health)           | \$ | Utilities                     | \$ |
| *Interest--Mortgage              | \$ | Wages                         | \$ |
| *Interest--Other                 | \$ | Business Telephone            | \$ |
| Legal & Professional Services    | \$ | Internet                      | \$ |
| Office Expense                   | \$ | Other--                       | \$ |
| Pension & Profit-Sharing         | \$ | Other--                       | \$ |
| Rent or Lease--Vehicles, Equip.  | \$ | Other--                       | \$ |

## COST OF GOODS SOLD

|   |            |                               |             |
|---|------------|-------------------------------|-------------|
| Method used to value inventory (check one)              | _____ Cost | _____ Lower of Cost or Market | _____ Other |
| Inventory at Beginning of Year                          |            | \$                            |             |
| Cost of Items Less Personal Use                         |            | \$                            |             |
| Cost of Labor. (Not including amounts paid to yourself) |            | \$                            |             |
| Material and Supplies                                   |            | \$                            |             |
| Other Costs   |            | \$                            |             |
| <b>Inventory at End of Year</b>                         |            | <b>\$</b>                     |             |

## INFORMATION ON YOUR VEHICLE

|   |  |
|---|--|
| Date Placed in Service for Business?            | Total # of Miles Driven Jan 1 - June 30: |
| Do you have another vehicle for personal use?   | Total # of Miles Driven July 1 - Dec 31: |
| Was your vehicle available for personal use?    | Business miles:                          |
| Do you have evidence to support your deduction? | Commuting miles:                         |
|   | Other miles:                             |

**\*BRING IN 1099s/1098s FOR INTEREST PAID  
SEE OTHER SIDE**

**SEE OTHER SIDE**

**BUSINESS WORKSHEET FOR YEAR \_\_\_\_\_**

| <b>ASSETS PURCHASED</b>                 |             |                    |                      |             |
|---|-------------|--------------------|----------------------|-------------|
| <i>(bring purchase or trade papers)</i> |             |                    |                      |             |
|   | <b>DATE</b> | <b>DESCRIPTION</b> | <b>NEW/<br/>USED</b> | <b>COST</b> |
| 1                                       |             |                    |                      | \$          |
| 2                                       |             |                    |                      | \$          |
| 3                                       |             |                    |                      | \$          |
| 4                                       |             |                    |                      | \$          |
| 5                                       |             |                    |                      | \$          |
| 6                                       |             |                    |                      | \$          |
| 7                                       |             |                    |                      | \$          |
| 8                                       |             |                    |                      | \$          |
| 9                                       |             |                    |                      | \$          |
| 10                                      |             |                    |                      | \$          |

| <b>ASSETS SOLD OR TRADED</b>            |             |                    |                      |             |
|---|-------------|--------------------|----------------------|-------------|
| <i>(bring purchase or trade papers)</i> |             |                    |                      |             |
|   | <b>DATE</b> | <b>DESCRIPTION</b> | <b>NEW/<br/>USED</b> | <b>COST</b> |
| 1                                       |             |                    |                      | \$          |
| 2                                       |             |                    |                      | \$          |
| 3                                       |             |                    |                      | \$          |
| 4                                       |             |                    |                      | \$          |
| 5                                       |             |                    |                      | \$          |
| 6                                       |             |                    |                      | \$          |
| 7                                       |             |                    |                      | \$          |
| 8                                       |             |                    |                      | \$          |
| 9                                       |             |                    |                      | \$          |
| 10                                      |             |                    |                      | \$          |

**SEE OTHER SIDE**