

BUSINESS WORKSHEET FOR YEAR 2024

Name _____

INCOME

Gross Receipts or Sales	\$	Returns & Allowances	\$
Federal or State Grants	\$	Other Income	\$

EXPENSES

Advertising	\$	Rent or Lease-Other Property	\$
Bad Debts from sales or services	\$	Repairs & Maintenance	\$
Commissions and Fees	\$	Supplies	\$
Other	\$	Tax-Payroll	\$
Bank Charges	\$	Tax-Sales	\$
Employee Benefit Programs	\$	Tax-Property	
Insurance (non health)	\$	Travel Expenses	\$
Interest-Mortgage	\$	# of Days Away Overnight	\$
Interest-Other	\$	Meal Expense	\$
Internet:	\$	Utilities	
Legal & Professional Services	\$	Wages	\$
Licenses		Business Telephone	
Office Expense	\$	Other:	\$
Pension & Profit-Sharing	\$	Other:	\$
Rent or Lease--Vehicles, Equip.	\$	Office in the Home (worksheet available on request)	\$

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	\$	
Inventory at End of Year	\$	

Inventory must be detailed annually, if audited by IRS (For Your Records)

***BRING IN 1099s/1098s FOR INTEREST PAID**

SEE OTHER SIDE

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ASSETS PURCHASED

(bring purchase or trade papers)

	DATE	DESCRIPTION	NEW/ USED	COST
1				\$
2				\$
3				\$
4				\$
5				\$

ASSETS SOLD OR TRADED

(bring purchase or trade papers)

	DATE	DESCRIPTION	NEW/ USED	COST
1				\$
2				\$
3				\$
4				\$
5				\$

CAR & TRUCK EXPENSE

Name of business vehicle is used for: _____

Description of Vehicle _____

	Please circle one	
Was this vehicle available for use during off duty hours:	Yes	No
Was another vehicle available for personal use	Yes	No
Do you have evidence to support your deduction	Yes	No
If "Yes" is this evidence written	Yes	No

Mileage: _____ **Number of miles the vehicle was driven in 2024**

Business		Other	
Commuting			

Garage Rent	\$	Tolls	\$
Gas	\$	Lease Addback	\$
Insurance	\$	Other Expenses:	
Licenses	\$	_____	\$
Oil	\$	_____	\$
Parking Fees	\$	_____	\$
Repairs	\$	_____	\$
Tires	\$	_____	\$