



Business Income & Expense Worksheet

Business Name:			Tax Year:	
EIN:				
Reported Income:				
Business Expenses:			Business Expenses continued:	
Advertising	\$			\$
Contract Labor			Uniforms	
Commission & Fees			Cell Phone	
Employee Benefits			Office Furniture	
Health Insurance			Property Taxes	
Insurance (other than health)			Computer/Printer	
Interest			Software	
Legal & Professional Services			Seminars/Webinars	
Office Expense			Office Phone	
Rent/Lease of Equipment			Postage/Shipping	
Rent/Lease of Property			Property Mgmt Fees	
Repairs & Maintenance			Tax Preparation Fees	
Supplies			Merchant/Bank Fees	
Taxes & Licenses			Internet	
Travel (hotel & flights)			Business Cards	
Meals			Dues/Subscriptions	
Utilities			Consulting Fees	
Wages			Other	
Vehicle Expenses				
Year & Type of Vehicle:			Date First Used for Business:	
Do you have another car for personal use?	YES	NO	Miles driven for Business	mi.
Do you have evidence to support the use?	YES	NO	Miles driven for commuting	mi.
Is this evidence written?	YES	NO	Total miles driven in year	mi.
Were you reimbursed for any vehicle use?	YES	NO		
Business Use of Home:				
Direct Use of Home:			Use of Home continued:	
Total Sq Ft of Home			Utilities	
Business Area of Home			Repairs & Maintenance	
Mortgage Interest			Insurance	
Rent			Other	
Real Estate Taxes			Other	