

BUSINESS INCOME AND EXPENSE

BusinessName:		Business Activity (Including Product or Services):	
Address:		Accounting Method: <input type="checkbox"/> Cash <input type="checkbox"/> Acerral <input type="checkbox"/> Other	
City, State, Zip:		Inventory Method: <input type="checkbox"/> Cost <input type="checkbox"/> Lower C/M <input type="checkbox"/> Other	
Employer ID#:		Who Operates This Business: <input type="checkbox"/> Taxpayer <input type="checkbox"/> Spouse	
Gross Receipts / Total Income		Outside Services	
Returns & Allowances	()	Parking	
Beginning Inventory		Pension & Profit Sharing Plans	
Purchases		Postage	
Cost of Items for Personal Use		Printing	
Cost of Labor		Rent or	Machinery/Equipment
Materials & Supplies		Lease of	Other Business Property
Other Costs		Repairs	
Ending Inventory	()	Security & Safety	
Accounting		Storage	
Advertising		Supplies	
Amortization (Bring Schedule)		Taxes	Business
Answering Service			Payroll
Bad Debts			Property
Bank Service Charges			Other
Car & Truck Expenses		Telephone	
Collection Expenses		Tools	
Commissions		Travel	Airfare
Depreciation (Bring Schedule)			Lodging
Dues & Publications			Meals
Education Expense			Other
Employee Benefit Programs		Utilities	
Freight & Delivery		Wages	
Insurance		Others (Please List)	
Interest Expense	Mortgage	Home Office-Sq. Footage Office	
	Other	Home Office-Total Sq. Footage of Home	
Janitorial Service		Home Office - Rent	
Laundry & Cleaning		Home Office - Insurance	
Legal & Professional Fees		Home Office - Utilities	
License & Permits		Home Office-Repairs & Maint.	
Meals & Entertainment		Home Office - Supplies	
Office Expense			

List Here all Assets Bought or Sold by the Business; Description, Date & Amount
