

## INFORMATION NEEDED FOR BUSINESS INCOME & EXPENSES

Business Income (Sales)	
<b>EXPENSES:</b>	
Merchandise purchased for resale	
Materials & Supplies	
Cost of Labor (copy of 1099-Misc or W-2 Forms issued, if any)	
Advertising	
Commissions & Fees	
Insurance (not auto, medical, life or personal)	
Interest Paid on business loans	
Attorney & Accounting Fees	
Office Supplies & Postage	
Rent paid for equipment	
Rent paid for business property	
Repairs & Maintenance (not vehicle)	
Supplies	
Taxes & Licenses	
Telephone	
Travel & Entertainment	
Deductible Meals	
Utilities (Electricity, Heat, Water, etc. Use separate sheet for home office)	
Rubbish Removal	
Tools	
Bank Charges	
Subscriptions & Dues	
Uniforms	
Internet	
Other (Please list)	
New Vehicle or Equipment this year - Include description & date purchased	
Year Make & Model of Business Vehicle(s)	
Odometer reading 01/01	
Odometer reading 12/31	
Total Miles used for Business purposes	
Interest Paid on Business Vehicle(s)	
Gas, Vehicle Insurance, Registration, Repairs (not needed if using mileage)	