

INCOME / EXPENSE SUMMARY FOR BUSINESS INCOME TAX PREPARATION

NAME _____ BUSINESS NAME: _____

FOR TAX YEAR: _____ BUSINESS LOCATION: _____

REVENUES: _____ SALE OF EQUIPMENT: _____

OTHER INCOME: _____ RETIREMENT/DISCARD OF OLD EQUIPMENT: _____

PURCHASES OF NEW EQUIPMENT, TOOLS, FURNITURE, COMPUTER, SIGNS: (GIVE ITEM MODEL, PURCHASE DATE, COST INFO)

EXPENSES:

ADVERTISING: _____

WAGES: _____

BANK CHARGES: _____

PAYROLL CONTRIBUTIONS /TAXES PAID: _____

C. CARD DISCOUNT FEES: _____

INSURANCE

MEDICAL: _____

POSTAGE / STAMPS/FREIGHT: _____

WORKMAN'S COMP: _____

WATER: _____

LIABILITY: _____

TAXES PAID: FEDERAL: _____

LOAN INTEREST PAID: _____

STATE: _____

LEGAL/ PROFESSIONAL FEES: _____

LICENSE FEES: _____

MORTGAGE INTEREST: _____

CHARITABLE DONATIONS: _____

RENT / CAM CHARGES PAID: _____

DUES & SUBSCRIPTIONS: _____

GAS & ELECTRIC: _____

ALARM SYSTEM: _____

TELEPHONE: _____

OTHER EXPENSES: _____

MAINTENANCE (incl. SNOW PLOWING/ LAWN CUTTING): _____

SUPPLIES

OFFICE/ MARKETING: _____

REFUSE COLLECTION: _____

BACKROOM: _____

CLEANING (incl. PEST CONTROL): _____

REPAIRS:

EQUIPMENT: _____

PLEASE USE SEPARATE SHEET FOR VEHICLE EXPENSES (TOTAL MILES DRIVEN, MAKE, MODEL PURCHASE COST,DATE, MAINTENANCE COSTS)
AND any other PERTINENT INFORMATION

BUILDING: _____

**ALL INFORMATION SUPPLIED ABOVE AND IN FULL PREPARATION OF MY INCOME TAX RETURNS IS TRUE TO THE BEST OF MY KNOWLEDGE.
I HAVE ALL THE NEEDED DOCUMENTATION & RECEIPTS IN SUPPORT, AND UNDERSTAND THAT I AM RESPONSIBLE FOR SAFEGUARDING THE SAME FOR A PERIOD OF 10 YEARS.**

BUSINESS OWNER/ MANAGER SIGNATURE

DATE