

BUSINESS WORKSHEET - INCOME AND EXPENSE
Please complete the first page even if you give us your numbers as a QuickBooks file or in another format.
TAX YEAR 2018

Name _____

Business Name (if any) _____ EIN# _____

Business tax identification if not your Soc Sec#

INCOME

Gross Sales/Receipts Totals (only from your business—do not include wages or social security)	\$
If you received any 1099s , we need copies. Did you include any 1099 income above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you collect Sales or R&M Tax ? <input type="checkbox"/> Yes <input type="checkbox"/> No. Is it included in Income above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other income if not reported above (Such as tips or bartering):	\$

❖ **DID YOU make any payments that would require you to file 1099s?** Yes No Not Sure
If yes, did you or will you file them? Yes No

You are required to file a 1099 if you paid \$600 or more as part of your business to any individual, partnership or LLC. Penalties for failing to file are **\$50** per 1099, if you file within **30 days** of due date—January 31; **\$100** per 1099, if you file more than **30 days** after the due date but by August 1; and **\$260** per 1099, if you file after August 1. (We can complete and file 1099s for you. Fees for this are \$27 for 3 and \$3.95 each for more than 3.)

❖ **Did you perform services in any state other than your home state?** Yes No
 ❖ **Did you provide health insurance for employees?** Yes No
 ❖ **Ending Inventory:** \$ _____ (If you have that sort of business—ask your preparer if you are not sure.)

Did you dispose of any business equipment or property this year? Yes No If yes, enter info below

Item Sold, Scrapped or Given Away	Date Sold	Selling Price

DID YOU PURCHASE ANY EQUIPMENT THAT COST MORE THAN \$500 THIS YEAR?

Item Purchased	Date Purchased	Cost (incl. sales tax)	New/Used	Item Traded*

*BRING PAPERWORK!



CHECK LAST YEAR'S DEPRECIATION SCHEDULE TO MAKE SURE ALL ITEMS ARE CURRENT

CAR AND TRUCK EXPENSES

<u>All Clients</u> - Fill in this Section for Mileage Deductions		Vehicle 1	Vehicle 2
If you claim actual vehicle expenses include a list of those expenses.	Odometer reading end of year		
	Odometer reading beginning of year		
	Total Miles		
Business Miles			
YOU MUST HAVE A MILEAGE LOG TO CLAIM BUSINESS MILES			
(unless your vehicle is ONLY used for business)			
Do you have a mileage log? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure			
Parking and Tolls			
Interest on Auto Loan			

If you have your own way of giving us your expense numbers you can stop here!

BUSINESS EXPENSES (Ordinary and Necessary)

ITEM	AMOUNT
Cost of goods sold or Materials	
Subcontractors or Contract Labor	
Advertising and Promotion (including logo clothing)	
Commissions (if over \$600 to an individual did you issue a 1099?)	
Insurance: (not auto or home)- Health (include Long term care—nursing)	
- Liability	
- Workers Compensation	
Interest - Business credit card finance charges (NOT mixed-use credit card)	
Legal and Professional Fees (Business portion)	
Tax Prep Fee (total paid, to be prorated)	
Office Supplies (photocopies, date book, paper, etc)	
Rent - Building	
Rent - Other	
Repairs and Maintenance (not Auto)	
Supplies-non-office (drill bits, sand paper, hangers, bags, lotion used on client)	
Sales Tax, Use Tax or Rooms & Meals Tax PAID	
Professional licenses, town license (Brattleboro)	
Travel (airfare, taxis, train, car rental, hotels, etc)	
Meals (entertainment no longer deductible) (consider per diem method-ask your preparer)	
Utilities (heat, electricity, internet (not home office)	
Cell Phone- percentage which is business use ____% total paid	
Payroll Expenses for Your Employees (use separate sheet to break out payroll tax)	
OTHER	
Credit Card Fees	
Internet Expenses	
Laundry and Cleaning	
Performance Reviews (for artists and performers)	
Postage	
Professional Licenses	
Safety Equipment (Boots, Goggles, Coveralls, Aprons)	
Shipping (Cost of shipping OUT goods.)	
Small Tools (cost \$500 each or less)	
Software	
Uniforms (only if they cannot be worn as street clothes—consider advertising or safety equipment)	
Web Page expenses	