

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 2020

Did you pay employees or yourself while you were out on sick or family leave?
 Yes No

Name _____

Business Name (if any) _____ EIN# _____

Business tax identification if not your Soc Sec# check here if we already have it

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, bartering):	\$
Covid Relief grant or loan: These include the PPP and EIP (include paperwork)	\$

- ❖ **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
- ❖ **Did you perform services in any state other than your home state?** 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

If you claim actual vehicle expenses include a list of those expenses on a separate sheet.

CAR AND TRUCK EXPENSES

All Clients - Fill in this Section for Mileage Deductions	Vehicle 1	Vehicle 2
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		

BUSINESS EXPENSES (Ordinary and Necessary)

ITEM	AMOUNT
Cost of goods sold or Materials	
Subcontractors or Contract Labor (if over \$600 did you issue a 1099? _____)	
Advertising and Promotion (including logo clothing)	
Commissions (if over \$600 did you issue a 1099? _____)	
Insurance: (not auto or home)- Liability, errors & omissions	
- Workers Compensation	
- Health (include Long term care—nursing)	
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 (did you issue a 1099? _____)	
Rent – Other (did you issue a 1099? _____)	
Repairs and Maintenance (not auto or home office)	
Supplies-non-office (drill bits, sandpaper, hangers, bags, lotion used on client)	
Sales Tax, Use Tax or Rooms & Meals Tax PAID during the year	
Professional licenses, town license (Brattleboro)	
Travel (airfare, taxis, train, car rental, hotels, etc.)	
Meals (consider per diem method for travel-ask your preparer)	
Utilities (heat, electricity, internet) (Put home utilities on home office form)	
Cell Phone- percentage which is business use _____% total paid	
Payroll Expenses for Your Employees (use separate sheet to break out payroll tax)	
Credit Card Fees	
Internet Expenses (if home internet is used, what percent is business % _____) enter total paid	
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	
Other	