

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 2023

In 2023, did you pay employees or yourself while you were out on sick or family leave?
 Yes No

Business Name (if any) _____ EIN# _____
Business tax identification if not your Soc Sec#

INCOME Check here if you accept payments in cryptocurrency?

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? (You may receive a 1099-K if you accept credit cards or PayPal, etc. Please give us a copy)	<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 business 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

<u>All Clients</u> - Fill in this Section for Mileage Deductions	Vehicle 1	Vehicle 2
Odometer reading end of year		
Odometer reading beginning of year		
Total Miles for the year		
Business Miles for the year		
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		
Parking and Tolls		
Interest on Auto Loan		

The IRS has gotten stricter about mileage logs. Log entry must contain date, miles traveled & PURPOSE OF THE TRIP (Example: "visit client Smith" "bank dep" NOT "client meeting")

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 (if over \$600 did you issue a 1099? - circle Y or N)	
Advertising and Promotion (including logo clothing)	
Commissions (if over \$600 did you issue a 1099? - circle Y or N)	
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? - circle Y or N)	
Rent – Other (did you issue a 1099? - circle Y or N)	
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) Were all meals purchased in a restaurant**? ___ If no, explain.	
Utilities (heat, electricity, internet) (Put home utilities on home office form)	
Cell Phone - percentage which is business use: _____ % of TOTAL* paid \$ _____	
Internet expense - percentage which is business use: _____ % of TOTAL* paid \$ _____	
Credit Card Fees	
Payroll Expenses for Your Employees (use separate sheet to break out payroll tax)	
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	

*Let us do the math, include the total bill for the year. **Restaurant includes fast food but not food purchased in a grocery or convenience store.