Business Income and Expense Statement

Business Activity: Business Address:	
whole dollar amounts only and amounts on this form are <u>AN</u> items in two zeros (example:	each business you operate. DO use d round to the nearest \$5. All of the NUAL amounts. DO NOT end many \$1200) - if all of your numbers look likely to be audited. DO NOT send me with this business.
	NOT W-2 INCOME. This includes me from 1099-M box 7 \$
	Equipment) - Items Expected to Minimum cost of \$100. Do not Section Three
Description of Item(s)	Purchase Date (Month / Year) Purchase Price

Section Three - Ordinary Business Expenses

Things that <u>DO NOT</u> go here: Capital Expenses, Home Office Expenses, Vehicle Expenses, and Personal Expenses. If the expense has a line for % Business Use, fill it in.

Cost of Goods Sold /	Materia	ls (if applicat	ole)	\$.			
Advertising	\$	Accounting					
Commissions	\$		Bank Charges				
Contract Labor	\$		Computer Expenses	\$_			
Employee Benefits	\$		Dues & Subscription	s\$ _			
Insurance - Health *	\$		Education (Business)	\$_			
Insurance - Liability	\$		Freight & Shipping	\$_			
Interest Expense	\$		Gifts to Clients	\$_			
Legal Expenses	\$		Internet Access	\$_			
Professional Svcs			% Business Us	e		!	%
Office Expenses	\$		Merchant Fees	\$_			
Rent - Equipment			On-Line Services	\$_			
Rent - Building	\$		Phone - Office				
Repairs & Maint.	\$		% Business Us	e		!	%
Supplies			Phone - Cell	\$_			
Taxes - Fees	\$		% Business Us	e		!	%
Taxes - Licenses	\$		Phone - Other	\$_			
Taxes - Payroll	\$		% Business Us	e		!	%
Travel	\$		Post Office/Postage	\$_			
Meals & Entertain	\$		Printing & Copies	\$_			
Utilities	\$		Web Site Expenses	\$_			
Wages (Payroll)	\$		Unclassified	\$_			
		Other Exper	nses (Specify)				
1	\$		_ !		\$ _		
1	! \$!		! \$		

Section Four - Vehicle Expenses

List Only Vehicle Expenses Here - Nothing Else

You <u>must</u> complete lines 1 through 4 or you will get <u>zero</u> deduction for vehicle expenses. Print out additional forms if you have more than three vehicles. The "standard mileage rate" usually produces a larger deduction than the "actual expense" method, so actual expenses are NOT required.

	Vehicle 1	Vehicle 2	Vehicle 3
1) Vehicle Description			
2) Miles Driven Last Year (business AND personal, ALL miles)			
B) Business Miles Last Year (business mileage ONLY)			
4) Parking and Tolls	\$	\$	\$
5A) Purchase Price or	\$	\$	\$
or	Φ	Φ	Φ
5B) Lease Payment	Φ	_ Ψ	- Ψ
6) Gasoline	\$	\$	\$
7) Insurance	\$	\$	\$
8) Maintenance & Repair	\$	\$	\$
9) Cleaning & Washing	\$	\$	\$