

Business Income and Expense Statement for Corporations, Partnerships and Multi-Member LLC's

Do NOT use this form for Single-Member LLC's, use the form for Sole Proprietorships Instead

If your business IS a rental property, use the Rental Property Income/Expense worksheet for actual property expenses and use this worksheet for general business expenses not directly related to the rental

Nature of Work:_____

Business Address: _____

Use a separate statement for each business you own. **DO** use whole dollar amounts only and round to the nearest \$5. If the expense does not apply to you leave it blank (**do not** put "n/a" or "0"). All of the amounts on this form are **ANNUAL** amounts. **DO NOT** end many items in two zeros (example: \$1200) - if all of your numbers look like estimates, you are more likely to be audited.

Business Income (Total Gross Annual Revenue) \$ _____

Business Bank Balances (Cash as of Year-End) \$ _____

Ending Inventory (if applicable to your business) \$ _____

Capital Expenses (Major Equipment) - Items Expected to Last More than 1 Year. **Minimum cost of \$500.** Please group "projects" as one line item.

[illegible]

Section Three - Ordinary Business Expenses

Things that **DO NOT** go here: Capital Expenses (Section Two), Vehicle Expenses (Section Four), and Personal Expenses.

Cost of Goods Sold / Materials (if applicable to your business) \$ _____

Accounting \$ _____

Advertising \$ _____

Bank Charges \$ _____

Commissions \$ _____

Computer Expenses \$ _____

Delivery & Freight \$ _____

Dues & Subscription \$ _____

Employee Benefits \$ _____

Gifts to Clients \$ _____

Insurance (General) \$ _____

Insurance (Other) \$ _____

Interest Expense \$ _____

Janitorial Services \$ _____

Laundry Services \$ _____

Legal & Professional \$ _____

Licenses & Permits \$ _____

Meals \$ _____

Miscellaneous \$ _____

Office Expenses \$ _____

Outside Services
(Contractors) \$ _____

Postage \$ _____

Printing \$ _____

Rents (Building) \$ _____

Rents (Equipment) \$ _____

Repairs & Maint \$ _____

Salaries (Gross) \$ _____

Sales Expenses \$ _____

Security \$ _____

Supplies \$ _____

Taxes and Fees \$ _____

Taxes - Payroll \$ _____

Taxes - State Income \$ _____

Telephone \$ _____

Trade Shows \$ _____

Training / Seminars \$ _____

Travel \$ _____

Uniforms \$ _____

Utilities \$ _____

Merchant Fees \$ _____

On-Line Services \$ _____

Web Site Expenses \$ _____

Other Expenses (Please Specify)

| _____ | \$ _____ | _____ | \$ _____

| _____ | \$ _____ | _____ | \$ _____

| _____ | \$ _____ | _____ | \$ _____