

BUSINESS INCOME / EXPENSE WORKSHEET

BUSINESS INFORMATION *(Fill out one sheet for each business — Do not combine)*

Business Name / Profession

INCOME

1099 / SELF EMPLOYMENT

ATTRIBUTED TO W2

Income Received *(List all self-employed income in 1099 / Self Employment column)*

Sales Tax Collected *(If included in income above - only if you charge sales tax)*

COST OF GOODS SOLD

1099 / SELF EMPLOYMENT

ATTRIBUTED TO W2

Total Production Costs *(Direct costs to make products)*

Ending Inventory *(At your cost, not retail)*

EXPENSES

1099 / SELF EMPLOYMENT

ATTRIBUTED TO W2

Advertising: Promo, Website costs, etc. *(Anything for promotion of business)*

Auto Expenses *(See auto and in home office worksheet below)*

SEE AUTO WORKSHEET

Commissions and Fees *(Agents, managers, etc.)*

Subcontractors* *(Total labor - did you pay any one person more than \$600? Yes / No)*

Equipment Purchases *(Items costing more than \$200 have a useful life > 1 year)*

SEE EQUIPMENT WORKSHEET

Business Insurance

Business Interest *(Loans or 100% business credit cards)*

Legal and Accounting

Office and Postage

Equipment Rental *(Equipment Rental and Car Rental — including gas)*

Equipment Repairs *(Repairs on computers, equipment, etc.)*

Business Rent *(Rent for office or practice space)*

Supplies *(Any small items needed for bus.)*

Taxes & Licenses *(Business licenses and/or Misc. Business taxes-MNCare, etc.)*

Travel *(Airfare, lodging—not food or auto)*

Meals and Entertainment In Town *(Business meals with others)*

Days Out of Town *(See per diem worksheet below)*

SEE PER DIEM WORKSHEET

Wages Paid to Others *(Bring details on payroll and payroll taxes)*

Bank and Credit Card Charges *(On business accounts)*

Dues and Subscriptions *(Memberships, magazines, etc.)*

Research and Development *(Books, classes, activities in your field)*

Telephone *(Business line, 2nd line, and bus % of cell phone)*

Internet *(List business % of cost)*

Computer Software

Printing and Film Processing *(For business photos)*

Costumes and Props *(Performers - things only worn on stage)*

Personal Maintenance *(Performers - direct costs for performance image)*

Business Gifts *(Limited to \$25 per recipient per year)*

OTHER *(List out any costs that didn't fit in the above categories)*

Health Insurance Paid

Health Savings Account Contributions *(Must have high deductible health insurance)*

Retirement Account Contributions *(What kind? Trad IRA, Roth, SEP, 401K?)*

Other

Other

* Quarterly Estimated Tax Payments - Bring list of dates and amounts of each payment

* If you paid \$600 or more to subcontractors, you are supposed to file a form 1099-Misc for their labor costs by January 31st

AUTO EXPENSE WORKSHEET

FILL OUT FOR MILEAGE OR ACTUAL	VEHICLE ONE	VEHICLE TWO
Year and Make of Vehicle		
Date Purchased		
Odometer Reading on December 31		
Total Miles Driven in 2014		
Business Miles Driven		
Commuting Miles Driven		
Parking and Tolls		
License Plate Fees		
Interest Expense		
FILL OUT BELOW IF CLAIMING ACTUAL EXPENSES	VEHICLE ONE	VEHICLE TWO
Purchase Price / Lease Equivalent (<i>If new purchase</i>)		
Gas		
Repairs & Maintenance		
Insurance		
Lease Cost		
TOTALS		

IN-HOME OFFICE EXPENSE WORKSHEET

	OFFICE ONE	OFFICE TWO
Square Footage of Office		
Square Footage of House		
Date Placed in Service		
Mortgage Interest Paid		
Property Taxes Paid		
Insurance on Home		
Repairs and Maintenance*		
Improvements*		
Utilities		
Rent Paid		
Other		
Association Dues		
Cost of Home (<i>If new: list purch + prior investments</i>)		
TOTALS		

*Expenses directly related to office space are 100% deductible - **LIST SEPARATELY**

