

**Business Income & Expenses: Tax Year \_\_\_\_\_ Advisor Tax Services**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Gross Income \_\_\_\_\_

Refunds \_\_\_\_\_

**Inventory:**

purchases \_\_\_\_\_

materials \_\_\_\_\_

labor \_\_\_\_\_

Ending inventory \_\_\_\_\_

Advertising/marketing \_\_\_\_\_

Bad debts \_\_\_\_\_

Bank/credit card fees \_\_\_\_\_

Commissions/fees \_\_\_\_\_

Contract labor \_\_\_\_\_

Cleaning/maintenance \_\_\_\_\_

Employee benefits \_\_\_\_\_

**Insurance:**

property/hazard \_\_\_\_\_

liability \_\_\_\_\_

workers comp. \_\_\_\_\_

health \_\_\_\_\_

**Interest:**

mortgage \_\_\_\_\_

other property \_\_\_\_\_

business loans \_\_\_\_\_

**Professional fees:**

legal \_\_\_\_\_

accounting \_\_\_\_\_

Office expenses \_\_\_\_\_

Rent or lease \_\_\_\_\_

Repairs \_\_\_\_\_

Supplies \_\_\_\_\_

Gross wages \_\_\_\_\_

Wages paid to family \_\_\_\_\_

Payroll taxes \_\_\_\_\_

Property taxes \_\_\_\_\_

Licenses/permits \_\_\_\_\_

Utilities \_\_\_\_\_

Telephone \_\_\_\_\_

Pension contributions \_\_\_\_\_

**Travel:**

parking/tolls \_\_\_\_\_

air/train/bus \_\_\_\_\_

taxi \_\_\_\_\_

lodging \_\_\_\_\_

meals \_\_\_\_\_

entertainment \_\_\_\_\_

Uniforms/Safety \_\_\_\_\_

Dues \_\_\_\_\_

Publications \_\_\_\_\_

Internet (bus. %) \_\_\_\_\_

Cell phone (bus. %) \_\_\_\_\_

Postage \_\_\_\_\_

Freight/shipping \_\_\_\_\_

Business gifts \_\_\_\_\_

Professional ed. \_\_\_\_\_

Training \_\_\_\_\_

Conventions \_\_\_\_\_

Small tools \_\_\_\_\_

Software \_\_\_\_\_

Plowing \_\_\_\_\_

Trash removal \_\_\_\_\_

Other (specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Vehicle expenses:**      **Veh. #1**      **Veh. #2**

Finance charge \_\_\_\_\_

Lease fees \_\_\_\_\_

Gas, oil, repairs \_\_\_\_\_

Insurance, reg. \_\_\_\_\_

Business miles \_\_\_\_\_

Total miles \_\_\_\_\_

**New equipment, vehicle or furniture purchased:**

**Date      Description      Cost**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_