



General Business Income & Expense Worksheet

Business Name or dba	EIN OR SSN	Tax Year
Principle Business		Business Code

Income

Cash or Check \$ _____

1099-Misc Income \$ _____

Total Income \$ _____

Expenses

Advertising \$ _____

Commisions/Fees \$ _____

Contract Labor \$ _____

Wages Paid to Employees \$ _____

Payroll Expenses \$ _____

Business Loan Interest \$ _____

Interest on Business Vehicle \$ _____

Legal & Professional Fees \$ _____

Taxes and Licenses \$ _____

Rent Expense \$ _____

Business Insurance \$ _____

Expenses (Continued)

Office Supplies \$ _____

Other Office Expenses \$ _____

Meals and Entertainment \$ _____

Meals and Entertainment (DOT) \$ _____

Travel Expense (Airfare, Room) \$ _____

Travel Expense (Auto Rental) \$ _____

Travel Expense (Gas Expense) \$ _____

Cell Phone (Business Portion) \$ _____

Misc Tools & Equipment \$ _____

General Repairs/Maintenace \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

BUSINESS VEHICLE INFORMATION

Vehicle Description (Year/Make) _____	
Total Mileage for Year _____	DMV License Fee _____
Portion that is Business Mileage _____	Tolls and Parking \$ _____
Leased or Owned _____	Lease or Interest Loan Expense \$ _____

DEPRECIABLE TOOLS AND EQUIPMENT > \$2,500.00

Description	Date Placed in Service	Cost of Item
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

HOME OFFICE INFORMATION

Square Footage of Entire House _____	Mortgage Interest \$ _____
Square Footage of Work Space _____	Real Estate Tax \$ _____
FMV of Home \$ _____	Utilities/Common Expenses \$ _____
Value of Land Included in FMV \$ _____	Home Insurance \$ _____
Date Placed in Service _____	Annual Rent/Lease \$ _____
_____	Repairs & Maintenance \$ _____