

# BUSINESS P&L WORKSHEET

## Business Income & Expenses (P&L)



Business Name or dba	Federal Tax ID	Tax Year
Principle Business		Business Code

### Income

Cash or Check \$ \_\_\_\_\_

1099-Misc Income \$ \_\_\_\_\_

Total Income \$ \_\_\_\_\_

### Expenses

<p style="margin-left: 40px;">Advertising \$ _____</p> <p style="margin-left: 20px;">Commissions/Fees \$ _____</p> <p style="margin-left: 40px;">Contract Labor \$ _____</p> <p style="margin-left: 20px;">Wages Paid to Employees \$ _____</p> <p style="margin-left: 40px;">Payroll Expenses \$ _____</p> <p style="margin-left: 20px;">Business Loan Interest \$ _____</p> <p style="margin-left: 20px;">Interest on Business Vehicle \$ _____</p> <p style="margin-left: 20px;">Legal &amp; Professional Fees \$ _____</p> <p style="margin-left: 40px;">Taxes and Licenses \$ _____</p> <p style="margin-left: 40px;">Rent Expense \$ _____</p> <p style="margin-left: 20px;">Business Insurance \$ _____</p> <p style="margin-left: 40px;">\$ _____</p> <p style="margin-left: 40px;">\$ _____</p>	<p style="margin-left: 40px;">Office Supplies \$ _____</p> <p style="margin-left: 20px;">Other Office Expenses \$ _____</p> <p style="margin-left: 40px;">Meals and Entertainment \$ _____</p> <p style="margin-left: 20px;">Meals and Entertainment (DOT) \$ _____</p> <p style="margin-left: 40px;">Travel Expense (Airfare, Room) \$ _____</p> <p style="margin-left: 40px;">Travel Expense (Auto Rental) \$ _____</p> <p style="margin-left: 40px;">Travel Expense (Gas Expense) \$ _____</p> <p style="margin-left: 40px;">Cell Phone (Business Portion) \$ _____</p> <p style="margin-left: 40px;">Misc Tools &amp; Equipment \$ _____</p> <p style="margin-left: 40px;">General Repairs/Maintenance \$ _____</p> <p style="margin-left: 40px;">\$ _____</p> <p style="margin-left: 40px;">\$ _____</p> <p style="margin-left: 40px;">\$ _____</p>
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### 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 \$ _____