

INCOME FROM BUSINESS --- YEAR _____

BUSINESS NAME _____

BUSINESS ADDRESS _____ ID # _____

GROSS INCOME FROM SALES _____
 RETURNS & ALLOWANCES _____
 ACCTS. RECEIVABLE AT DEC.31 _____
 OTHER INCOME _____
 BARTERING TRANSACTIONS _____

TAXES: All payroll taxes & sales tax should be for current year-monthly & quarterly payments beginning in February of current year & ending in the upcoming month of January.

COST OF MATERIALS: _____
 MERCHANDISE BOUGHT FOR SALE _____
 MDSE. WITHDRAWN FOR _____
 PERSONAL USE _____
 CASUAL LABOR* _____
 SUB CONTRACTORS* _____
 SELLING SUPPLIES _____
 INVENTORY DEC. 31 _____
 ACCTS PAYABLE AT DEC. 31 _____

F.I.C.A. (your share) _____
 FED. UNEMPLOYMENT (Form 940) _____
 STATE SALES TAX _____
 STATE AUTO LICENSES _____
 STATE UNEMPLOYMENT _____
 REAL ESTATE TAX (Bus. Prop.) _____
 PERSONAL PROPERTY TAX _____
 HIGHWAY USE TAX _____

EXPENSES:
 ADVERTISING _____
 AUTO & TRUCK _____
 - GAS, OIL, LUBE _____
 BAD DEBTS (Names & amounts) _____
 BUSINESS MEALS 100% _____
 COLLECTION EXPENSE _____
 COMMISSIONS PAID* _____
 DUES & SUBSCRIPTIONS _____
 FEES & PERMITS _____
 FREIGHT & EXPRESS _____
 INSURANCE: _____
 MEDICAL (Employee) _____
 MEDICAL (Employer) _____
 WORKMAN'S COMP. _____
 GENERAL _____
 INTEREST FOR _____
 INTEREST FOR _____
 INTEREST-MORTGAGE (1098) _____

EXPENSES (CONT'D):
 JANITORIAL _____
 LAUNDRY _____
 LEGAL & PROFESSIONAL _____
 OFFICE EXPENSES _____
 PENSION PLAN (approved) _____
 POSTAGE _____
 PRINTING _____
 RENT _____
 SALARIES & WAGES (gross) _____
 TAX PREPARATION _____
 TELEPHONE _____
 TRAVEL (identify) _____
 UTILITIES - ELECTRIC _____
 - GAS _____
 - WATER _____
 HOME OFFICE (YES OR NO) _____
 INTERNET _____
 OTHER _____

REPAIRS:

	DESCRIPTION	AMOUNT
AUTO & TRUCK	_____	_____
MACHINERY	_____	_____
BUILDING	_____	_____

SPEEDOMETER READINGS ON DECEMBER 31ST, FOR ANY VEHICLES USED IN BUSINESS AND LICENSED FOR HIGHWAY USE:

YEAR & MAKE OF VEHICLE	READINGS	BUSINESS MILES	PERSONAL MILES
_____	_____	_____	_____
_____	_____	_____	_____

* May be subject to 1099's (Need completed W-9 if available with name, address, ss# and amount paid by January 20th)