

INCOME/EXPENSES NEEDED FOR TAXES (calculate annual)

TAX YEAR: _____

CLIENT: _____

INCOME:

Total income to report to IRS: \$ _____

Refunds or Chargebacks: \$ _____

EXPENSES:

Food/Entertainment: _____ (in most instances only 50% is deductible)

Gas: _____

Auto Repair/Expenses: _____ (include maintenance such as washes)

Parking/Tolls: _____

Auto Payments/Lease: _____ (Do you own or lease the car?)

Office Supplies: _____

Dry Cleaning: _____

1099 Pay / Subcontractors: _____

Employee Bonuses: _____ (only if you have W2 employees)

Licensing: _____

Housing/Utilities: _____ (Home Office: all expenses for rent/utilities/maintenance - in most instances only a percentage is deductible)

Travel: _____ (include air/hotel/car rental/food)

Tax Prep/Accounting: _____

Advertising: _____

Janitorial Expenses: _____ (if you have a separate office – if not under housing)

Postage & Shipping: _____

Bank Fees: _____

Telephone: _____

Computer/internet: _____

Dues/Subscriptions: _____

Education/training: _____ (items such as courses, continuing education,
trade classes – not college tuition)

Insurance: _____ (auto / health / liability separate)

Donations: _____ (to approved non-profit organizations)

Interest expense: _____ (on business loans or business credit cards)

Legal/Professional fees: _____

Rent: _____ (only for separate office leased by business)

Utilities: _____ (only for separate office leased by business)

Medical: _____

***Customer takes full responsibility for these numbers as they will be reported to the IRS.

Signature: _____

Date: _____