

Name: _____

Doing Business As Name: _____

Business Address: _____

Employer Identification Number (EIN): _____

Circle Entity Type: Self / LLC-Self / Partnership / LLC-Partnership / S-Corporation

☐ Yes ☐ No Is your Secretary of the State Corporate registration current?

☐ Yes ☐ No Have you issued 1099s to all contractors paid more than \$600 this year?

Type of Business (What do you do?) _____

Total/ Gross Income: \$ _____

EXPENSES:					
Accounting	\$	Interest Expense (Business Credit Cards, Business Loans)	\$	Supplies	\$
Advertising (Services of an Advertiser)	\$	Internet	\$	Taxes	\$
Auto Expenses (Actual)	\$	Janitorial	\$	State and local	\$
Auto Expenses (MILEAGE) MUST Divide Jan - Jun from July - Dec		Laundry and cleaning (Business Property)	\$	Payroll (employer share)	\$
Bad Debts	\$	Legal & Professional	\$	Telephone	\$
Bank Fees	\$	Marketing (Products used for Marketing)	\$	Tools	\$
Cell Phone	\$	Meals (necessary for a business purpose)	\$	Travel	\$
Computer (Equipment)	\$	Meetings	\$	Uniforms	\$
Merchant Services Fees	\$	Miscellaneous	\$	Utilities	\$
Depreciation (See Below)	\$	Office Expenses	\$	Waste removal	\$
Dues and Subscription	\$	Services	\$		
Education and Training	\$	Parking and Tolls	\$	Other Deduction (Please Itemize/List)	
Employee Benefits	\$	Payroll Processing	\$		\$
Entertainment (Must have Business Purpose)	\$	Wages and Salaries	\$		\$
Equipment Rental/Lease	\$	Shareholders	\$		\$
Freight	\$	Non-Shareholders	\$		\$
Fuel (Not for Autos)	\$	Permits and Fees	\$		\$
Gifts	\$	Postage/Shipping	\$		\$
Independent Contractor (Issue 1099s)	\$	Printing	\$		\$
Insurance	\$	Recruiting/Hiring	\$		\$
General	\$	Rents	\$		\$
Building and Equipment	\$	Repairs and Maintenance	\$		\$
Liability	\$	Security	\$		\$
Workman's Comp	\$	Software	\$		\$



Cost of Goods Sold:

Inventory Beginning of the year:	\$
Purchases of Inventory	\$
Cost of Labor	\$
Materials & Supplies	\$
Inventory End of the Year:	\$

Cost of goods sold generally refers to expenses that are realized in product based businesses. Some service industries also sell a product and maintain an inventory.