## **BUSINESS INCOME AND EXPENSE WORKSHEET FOR 2016**

Gross sales Sales tax collected. Is it included in gross sales? Yes or No Returned and allowances Income from Form 1099 Other income not reported above  COST OF GOODS SOLD  Purchases Cost of labor (manufacturing) Materials and supplies Personal use items (actual cost) Inventory at end of year  Domestic production activities deduction  SALES OF EQUIPMENT AND PROPERTY HELD FOR BUSINESS USE  PURCHASE OF EQUIPMENT AND PROPERTY HELD FOR BUSINESS USE	NAME		S.S	S.N							
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## **BUSINESS EXPENSES**

ITEM	AMOUNT
ADVERTISING AND PROMOTION	
BANK SERVICE CHARGES/OVERDRAFTS	
BUSINESS RETIREMENT PLAN CONTRIBUTIONS	
BUSINESS GIFTS	
CELL PHONE EXPENSES	
COMMISSIONS PAID (IF OVER \$600 TO INDIVIDUAL GIVE NAME AND ADDRESS)	
COMPUTER SUPPLIES	
DELIVERY AND FREIGHT	
DUES AND PUBLICATIONS	
EDUCATION AND SEMINARS	
EMPLOYEE BENEFITS	
INSURANCE (NOT AUTO; WORKMAN'S COMP/DISABILITY/LIABILITY)	
INTEREST ON BUSINESS LOANS AND CREDIT CARDS	
INTERNET EXPENSES	
LAUNDRY AND CLEANING	
LEGAL AND PROFESSIONAL FEES	
MEALS AND ENTERTAINMENT	
MERCHANT SERVICE FEES	
OFFICE SUPPLIES	
POSTAGE	
RENT - BUILDING	
RENT/LEASE EQUIPMENT	
REPAIRS AND MAINTENANCE (NOT AUTO)	
SECURITY	
SHOP UTILITIES (ELECTRICAL, HEAT, WATER)	
SMALL TOOLS AND EQUIPMENT	
SUBCONTRACTING	
SUPPLIES	
TAXES-REAL ESTATE (BUSINESS)	
TELEPHONE	
TRAVEL	
UNIFORMS AND WORK SHOES	
WAGES—GROSS (COPY W-3, FORMS 940, 941 AND NYS-45)	
OTHER EXPENSES (LIST)	
OFFICE AT HOME EXPENSES	
a) UTILITIES (ELECTRICAL, HEAT, WATER)	
b) HOUSE INSURANCE	
c) HOME IMPROVEMENTS	
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## **CAR & TRUCK EXPENSES**

	VEHICLE # 1	VEHICLE # 2	VEHICLE #3
YEAR AND MAKE			
DATE PURCHASED			
COST			
TRADE IN ALLOWANCE			
MILEAGE—PERSONAL			
BUSINESS			
TOTAL MILES			
WEIGHT OVER 6,000 POUNDS?			
PARKING AND TOLLS			
INTEREST			
LICENSE AND REGISTRATION			
GAS, OIL, LUBES			
REPAIRS, WASHING, WAXING			
TIRES, BATTERIES, SUPPLIES			
INSURANCE			
LEASE EXPENSE			
OTHER			