

# BUSINESS INCOME AND EXPENSE WORKSHEET FOR 2021

- IF YOU RECEIVED THE PAYCHECK PROTECTION PROGRAM (PPP) LOAN, DID YOU APPLY FOR FORGIVENESS? YES \_\_\_ NO \_\_\_
- WERE YOU UNABLE TO PERFORM SERVICES AS A SELF EMPLOYED INDIVIDUAL BECAUSE OF CERTAIN CORONAVIRUS RELATED CARE YOU REQUIRED (FORM 7202)?

NAME \_\_\_\_\_ S.S.N. \_\_\_\_\_

BUSINESS NAME AND ADDRESS \_\_\_\_\_ E.I.N. \_\_\_\_\_

MAIN BUSINESS ACTIVITY \_\_\_\_\_ PRODUCT OR SERVICE \_\_\_\_\_

## INCOME

Total

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	
Total Sales	

## COST OF GOODS SOLD

Purchases	
Cost of labor (manufacturing)	
Materials and supplies	
Personal use items (actual cost)	
Inventory at end of year	

### SALES OF EQUIPMENT AND PROPERTY HELD FOR BUSINESS USE

Item sold	Date	Selling price	Expenses	Date acquired	Cost

### PURCHASE OF EQUIPMENT AND PROPERTY HELD FOR BUSINESS USE

Item purchased	Date	Cost (including sales tax)	New/used	Item traded

Questions: \_\_\_\_\_

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RECEIPTS AVAILABLE UPON REQUEST

### 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	
EMPLOYEE DEVELOPMENT	
INSURANCE (NOT AUTO; WORKMAN'S COMP/DISABILITY/LIABILITY)	
INTEREST ON BUSINESS LOANS AND CREDIT CARDS	
INTERNET EXPENSES	
LAUNDRY AND CLEANING	
LEGAL AND PROFESSIONAL FEES	
LICENSES & PERMITS	
MEALS <b>**HIGH AUDIT AREA** DETAIL DOCUMENTATION REQUIRED</b>	
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 <b>**HIGH AUDIT AREA** DETAIL DOCUMENTATION REQUIRED</b>	
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	

### CAR & TRUCK EXPENSES

MILEAGE LOG AVAILABLE /3<sup>RD</sup> PARTY ODOMETER READING UPON REQUEST

	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, LUBES, WASHING			
REPAIRS, BATTERIES, TIRES, SUPPLIES			
INSURANCE			
LEASE EXPENSE			
OTHER			