

Small Business Worksheet

Tax ID Number

Name of Business

INCOME (SCH C Part 1)

Income Received From Clients \$ _____

Income Received on 1099 \$ _____
(Need Copy)

Tax Deductions for Your Business

(Copy one for each month and store in envelopes;
then copy one for end of year and complete)

EXPENSES (save all receipts)

Accounting Fees	\$ _____	Internet & Web Pages	\$ _____
Advertising	\$ _____	Legal & Professional Fees	\$ _____
Bank Fees	\$ _____	Licensing Fees	\$ _____
Better Business Bureau	\$ _____	Materials	\$ _____
Business Insurance	\$ _____	Office	\$ _____
Business Interest	\$ _____	Permits	\$ _____
Cable	\$ _____	Postage	\$ _____
Cell Phone	\$ _____	Printing	\$ _____
Computer supplies	\$ _____	Repairs	\$ _____
Commissions	\$ _____	Self Employment Health Ins	\$ _____
Contract Labor 1099 Issued	\$ _____	Supplies	\$ _____
Credit Cards charges	\$ _____	Tax Preparation	\$ _____
Credit card interest	\$ _____	Training	\$ _____
Dedicated 2 nd Phone Line	\$ _____	<u>Conferences and Over Night Travel</u>	
Dues	\$ _____	Airline tickets	\$ _____
Dump fees	\$ _____	Lodging	\$ _____
Education/training	\$ _____	Meals/Tips	\$ _____
Equipment rental	\$ _____	Parking	\$ _____
Equipment	\$ _____	Rentals	\$ _____
Inspection Fees	\$ _____		

AUTOMOBILE EXPENSE

Auto 1

START MILES _____

ENDING MILES _____

Total Business Miles Yr _____

Total Miles Driven Yr _____

Cost of Vehicle \$ _____

Loan Interest \$ _____

Insurance \$ _____

Lic/Reg/Tags \$ _____

Maintenance \$ _____

Gas Oil \$ _____

Auto 2

START MILES _____

ENDING MILES _____

Total Business Miles Yr _____

Total Miles Driven Yr _____

Cost of Vehicle \$ _____

Loan Interest \$ _____

Insurance \$ _____

Lic/Reg/Tags \$ _____

Maintenance \$ _____

Gas Oil \$ _____

Deduction for Home Office

Sq Ft used for business of Home _____

Total Sq Ft of Home _____

Rent \$ _____

Mortgage Interest \$ _____

Property Taxes \$ _____

Homeowners Insurance \$ _____

Renters Insurance \$ _____

Repairs\Maintenance \$ _____

Utilities \$ _____

Electric \$ _____

Gas \$ _____

Water \$ _____

Trash \$ _____

Cost of Home \$ _____

Deprecation of Personal Property used for Office:

Office Equipment \$_____

Computer \$_____

Fax \$_____

Printer \$_____

Scanner \$_____

Desk \$_____

Chair \$_____

Filing Cabinet \$_____

Other Items	Date	Cost
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____