

**BUSINESS WORKSHEET (S-Corp and Partnership)**

**\*You must keep all business receipts for 5 years \***

**Total Sales/Income: \$** \_\_\_\_\_

**Expenses:**

**Business vehicle expenses:** You must use actual expenses, not the standard mileage rate

Type of Vehicle: \_\_\_\_\_

- Advertising: \_\_\_\_\_
- Cell phone: \_\_\_\_\_
- Cleaning & maintenance: \_\_\_\_\_
- Contractors (1099 misc): \_\_\_\_\_
- Casual labor (under \$600): \_\_\_\_\_
- **Cost of Materials/Inventory:** \_\_\_\_\_
- Gas/fuel for vehicle: \_\_\_\_\_
- Gas/fuel for equipment: \_\_\_\_\_
- Insurance: general liability: \_\_\_\_\_
- Insurance: vehicle: \_\_\_\_\_
- Interest on business loans: \_\_\_\_\_
- Interest on vehicle loans: \_\_\_\_\_
- Legal/accounting fees: \_\_\_\_\_
- Licenses/permits: \_\_\_\_\_
- Meals (not entertainment): \_\_\_\_\_
- Office supplies: \_\_\_\_\_
- **Owners distributions/draws:** \_\_\_\_\_
- Payroll wages to employees: \_\_\_\_\_
- Payroll taxes: \_\_\_\_\_

**(we will need the following: W3, W2'S, 940, 941 & RT6 reports)**

- Rental of office space: \_\_\_\_\_
- Rental of equipment: \_\_\_\_\_
- Repairs to equipment: \_\_\_\_\_
- Supplies: \_\_\_\_\_
- Tools: \_\_\_\_\_
- Travel/hotel expense: \_\_\_\_\_
- Uniforms/safety shoes: \_\_\_\_\_
- Utilities: \_\_\_\_\_
- Vehicle repairs: \_\_\_\_\_
- Workers comp insurance: \_\_\_\_\_

**- Other expenses not listed above:**

Description of expense _____	Amount _____
Description of expense _____	Amount _____

**Did you sell any equipment/vehicles that was claimed in a prior year:**

Description: _____	Amount: _____	Date Sold: _____
Description: _____	Amount: _____	Date Sold: _____

**Major Business Equipment/Vehicle Purchased this year (over \$2,500):**

Description: \_\_\_\_\_  
Date: \_\_\_\_\_ Amount paid: \_\_\_\_\_

**\*PLEASE NOTE WE WILL NEED THE ENDING BALANCES FOR ANY BANK ACCOUNTS, CREDIT CARDS OR LOANS FOR THE BUSINESS\***

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date