

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

**Type of Work performed:** \_\_\_\_\_

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

**Business miles** driven during the year \*: \_\_\_\_\_ **Non-business Miles** driven \_\_\_\_\_

\*(You must keep a written log) **Type of Vehicle:** \_\_\_\_\_

**Expenses:**

- Advertising \_\_\_\_\_

- cell phone \_\_\_\_\_

- cleaning & maintenance \_\_\_\_\_

- contractors (1099misc) \_\_\_\_\_

- casual labor (under \$600) \_\_\_\_\_

- **cost of Materials/Inventory** \_\_\_\_\_

- gas/fuel for vehicle \_\_\_\_\_

- 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 \_\_\_\_\_

- rental of office space \_\_\_\_\_

- rental of equipment \_\_\_\_\_

- repairs to equipment \_\_\_\_\_

- supplies \_\_\_\_\_

- tools \_\_\_\_\_

- travel/hotel expense \_\_\_\_\_

- uniforms/safety shoes \_\_\_\_\_

- utilities \_\_\_\_\_

- vehicle repairs \_\_\_\_\_

- workers comp \_\_\_\_\_

**- Other expenses not listed above:**

Description of expense \_\_\_\_\_ Amount \_\_\_\_\_

Description of expense \_\_\_\_\_ Amount \_\_\_\_\_

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

description \_\_\_\_\_

date \_\_\_\_\_

amount paid \_\_\_\_\_

description \_\_\_\_\_

date \_\_\_\_\_

amount paid \_\_\_\_\_

**Do you designate a specific area in your house for a business office? Y/N** \_\_\_\_\_

sq footage of home \_\_\_\_\_ sq footage of office \_\_\_\_\_