

**BUSINESS WORKSHEET for S-Corps and Partnerships**

**(You must keep all business receipts for 5 years)**

**Total Sales/Income received during the year:**     \$ \_\_\_\_\_

**Expenses:**

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

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

- 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 \_\_\_\_\_
- Payroll wages to employees \_\_\_\_\_
- Payroll taxes \_\_\_\_\_
- Rental of office space \_\_\_\_\_
- Rental of equipment \_\_\_\_\_
- Repairs to equipment \_\_\_\_\_
- Supplies \_\_\_\_\_
- Tools \_\_\_\_\_
- Travel/hotel expense \_\_\_\_\_
- Uniforms/safety shoes \_\_\_\_\_
- Utilities \_\_\_\_\_
- Vehicle repairs \_\_\_\_\_
- Workers comp Insurance \_\_\_\_\_

**- Any 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 _____

**- Owners istributions/draws** \_\_\_\_\_

I will need the ending balances for checking accounts, Credit cards and business loans.