

BASIC TAX INCOME AND DEDUCTIONS

	Amount	Notes/Comments
Income (Includes everything received: cash, check and cash)		
Sales Tax Collected (If you collect sales tax list the amount collected here)		
Returns & Refunds		
Materials		
Salary and Wages (Did you issue W-2s) yes/no		
Cost of Labor (Did you issue 1099s) yes/no		
Payroll Taxes		
Accounting		
Advertising		
Auto Expense or Mileage _____		
Bank Charges		
Cell Phone		
Continued Education		
Credit Card Merchant Fees		
Dues & Subscriptions		
Employee Benefits		
Equipment Fuel (Do not include automobile fuel)		
Fees		
Insurance		
Interest		
Internet Expenses		
Legal & Professional Fees		
Licenses		
Meals		
Misc...		
Office expense		
Postage & Freight		
Printing		
Rent		
Rental Equipment		
Repairs & Maintenance		
Safety Gear/Equipment		
Supplies		
Telephone		
Tolls		
Tools		
Travel		
Utilities (Are these home utilities for your home office?) Yes/no		
Total Expenses		
YTD Profit		

LIST NEW ASSETS PURCHASED, DATE PURCHASED, AND AMOUNTS PURCHASED ON OTHER SIDE OF PAPER ALONG WITH OTHER DEDUCTIONS