

**Company Name** \_\_\_\_\_

Date your business started if new this year \_\_\_\_\_

**NOTE THERE ARE THREE SEPARATE SHEETS TO COMPLETE**

Health Insurance paid in your name \_\_\_\_\_

**Automobile questions:**

VEHICLE 1

VEHICLE 2 (if needed)

Vehicle Make/Model \_\_\_\_\_

Date you first used auto for business \_\_\_\_\_

Total all mileage driven for year \_\_\_\_\_

Total Business mileage January-December \_\_\_\_\_

Total commuting mileage to job if no home office \_\_\_\_\_

Auto registration on car used for business \_\_\_\_\_

Interest on Loan (not total payment only interest) \_\_\_\_\_

<--This is usually the later of the day you went into business or the date you bought the automobile

<--This is the change in the vehicle's odometer for the year or the day you started your business to end of year

<--This the mileage driven for business from your written log

<--This is the mileage to go back and forth to the same place if home office does not apply

Additional Auto Information **only if you are claiming Actual Auto Expenses** instead of mileage:

Purchase Price \_\_\_\_\_

Purchase Date \_\_\_\_\_

Gas \_\_\_\_\_

Insurance \_\_\_\_\_

Repairs/Oil Changes \_\_\_\_\_

Lease Payments \_\_\_\_\_

<--For a new vehicle. Total cost per purchase contract. If leasing the Capitalized Cost per the contract

<--For a new vehicle

**Home Office Questions (if applicable):**

Home Office

New Home (if needed)

Date Room or area started exclusive business use \_\_\_\_\_

Square footage of office area \_\_\_\_\_

Square footage total home \_\_\_\_\_

Rent (if rented) \_\_\_\_\_

Utilities \_\_\_\_\_

Insurance \_\_\_\_\_

Repairs & Maintenance \_\_\_\_\_

Other expenses (HOA, etc.) \_\_\_\_\_

If owned:

Original purchase price \_\_\_\_\_

Allocation to land if known \_\_\_\_\_

Either list expense details or you can opt to take \$5 per square foot if you have a profit

**Inventory (only if this applies to your business):**

Beginning Inventory 01/01/23 \_\_\_\_\_

Purchases \_\_\_\_\_

Less Cost of Items used personally \_\_\_\_\_

Other Costs (if any) \_\_\_\_\_

Ending Inventory 12/31/23 \_\_\_\_\_

<--The dollar amount of inventory at the beginning of the year

<--All purchases of inventory throughout the year

<--Any items removed from inventory for personal use (not sold or used in demos)

<--Any miscellaneous costs to acquire inventory (e.g. shipping if not included in purchases)

<--The dollar amount of inventory at the end of the year

Cost of Goods Sold

0

**Company Name**

**Fill in Company Name on the General Info Sheet**

*NOTE: Fixed assets are items generally over \$2,500.00 that will be used for over a year.  
If under that you can record as small equipment on the Income-Expense Tab*

Examples:

Computers

Manufacturing Equipment

Leasehold improvements

For each fixed asset purchase please provide the following information:

| Item #         | Date Purchased or<br>Placed into service | Description of Purchase | Amount | Percentage<br>of Business Use |
|----------------|--|-------------------------|--------|-------------------------------|
| <b>Example</b> | 7/5/2023                                 | Computer                | 3,500  | 75%                           |
| 1              |  |                         |        |                               |
| 2              |  |                         |        |                               |
| 3              |  |                         |        |                               |
| 4              |  |                         |        |                               |
| 5              |  |                         |        |                               |
| 6              |  |                         |        |                               |
| 7              |  |                         |        |                               |
| 8              |  |                         |        |                               |
| 9              |  |                         |        |                               |
| 10             |  |                         |        |                               |

Income and Expense Detail

**NOTE: If you do not want to enter each item monthly you can put the total for the year in the month of December.**

**IMPORTANT: DO NOT ENTER ITEMS ALREADY ON GENERAL INFO OR FIXED ASSET TABS (E.G. HOME OFFICE AND AUTO)**

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|  | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|--|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------|
| Gross Sales  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| <b>Expenses other than inventory, fixed assets, &amp; automobile</b> |         |          |       |       |     |      |      |        |           |         |          |          |       |
| Accounting/Tax Prep Business   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Advertising  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Bank Fees  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Cell phone   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Commissions paid to others   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Contract Labor   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Dues & Subscriptions including Books                                 |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Education  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Employee Benefit Programs  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Entertainment  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Gifts  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Insurance (other than health and auto)                               |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Interest business related  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Internet   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Legal and professional   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Meals  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Office Expense   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Parking Fees   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Pension and Profit Sharing   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Postage & Shipping   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Printing   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Rent/Lease of business property                                      |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Rent/Lease of Vehicles   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Repairs and Maintenance  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Small Equipment \$2,500 or less                                      |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Supplies   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Taxes & Licenses   |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Telephone  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Travel (airfare hotel etc.)  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Utilities (not home office)  |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| Wages paid (do not include yourself)                                 |         |          |       |       |     |      |      |        |           |         |          |          | -     |
| <b>Total</b>   | -       | -        | -     | -     | -   | -    | -    | -      | -         | -       | -        | -        | -     |