

# TOMAH TAX STATION

## BUSINESS INCOME & EXPENSE WORKSHEET

BUSINESS NAME \_\_\_\_\_ EIN# \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

MAIN BUSINESS ACTIVITY \_\_\_\_\_ PRODUCT OR SERVICE \_\_\_\_\_

DID YOU MAKE ANY PAYMENTS OF \$600.00 OR MORE (SERVICES/RENT) THAT WOULD REQUIRE YOU TO FILE FORMS 1099? Y N

DID YOU FILE ALL REQUIRED FORM 1099'S? YES NO ARE YOU A SINGLE MEMBER LLC?

### INCOME

GROSS RECEIPTS/SALES \_\_\_\_\_  
SALES TAX COLLECTED \_\_\_\_\_ IS SALES TAX INCLUDED IN GROSS RECEIPTS? Y/N  
RETURNS AND ALLOWANCES \_\_\_\_\_  
INCOME FROM 1099'S \_\_\_\_\_  
OTHER INCOME NOT REPORTED ABOVE \_\_\_\_\_

### COST OF GOODS SOLD

BEGINNING INVENTORY \_\_\_\_\_  
COST OF GOOD SOLD \_\_\_\_\_  
PURCHASES \_\_\_\_\_  
COST OF LABOR (MANUFACTURING) \_\_\_\_\_  
MATERIALS & SUPPLIES \_\_\_\_\_  
PERSONAL USE ITEMS \_\_\_\_\_

IF YOU DID NOT PAY SALES TAX ON THESE ITEMS WHEN YOU PURCHASED THEM, YOU MUST PAY SALES TAX ON THEM WHEN THEY BECOME PERSONAL USE ... PLEASE LET US KNOW IF YOU HAVE QUESTIONS

SHIPPING \_\_\_\_\_  
INVENTORY AT END OF YEAR \_\_\_\_\_  
HOW WAS VALUE DETERMINED? (COST, OTHER - EXPLAIN) \_\_\_\_\_

### SALES OF EQUIPMENT AND PROPERTY HELD FOR BUSINESS USE

ITEM SOLD	DATE ACQUIRED	DATE SOLD	SALES PRICE	EXPENSE OF SALE/PURCHASE	COST

### MAJOR PURCHASES

ITEM PURCHASED	New / Used	DATE PURCHASED	COST (Including Sales Tax)	ITEM TRADED

## BUSINESS EXPENSES

ADVERTISING AND PROMOTION		
BANK SERVICE CHARGES/OVERDRAFTS		
BOOKKEEPING & TAX PREPERATION		
COMMISSIONS PAID (IF OVER \$600.00 - 1099/NAME ADDRESS MAY BE REQUIRED)		
DUES & PUBLICATIONS		
EDUCATION		
EMPLOYEE BENEFITS		
INSURANCE		
LAUNDRY & CLEANING		
LEGAL AND PROFFESIONAL FEES		
MISCELLANEOUS		
POSTAGE		
OFFICE SUPPLIES		
PENSIONS & PROFIT SHARING		
RENT	BUILDING	
	EQUIPMENT	
REPAIRS & MAINTENANCE (NOT AUTO)		
SMALL TOOLS		
SUBCONTRACT LABOR		
SUPPLIES		
TAXES	REAL ESTATE	
	SALES	
	PAYROLL	FICA - EMPLOYER SHARE
		FEDERAL UNEMPLOYMENT
		STATE UNEMPLOYMENT
TRAVEL	LODGING	
	MEALS	
	ENTERTAINMENT	
	TAXI'S, PARKING, TRANSPORTATION	
UNIFORMS		
UTILITIES		
	ELECTRIC	
	GAS	
	TELEPHONE - CELL	
	LANDLINE	
WAGES & SALARIES		
OTHER EXPENSES		
	CONTRIBUTIONS/GIFTS	
	OFFICE IN HOME	
	SUBSCRIPTIONS	

## AUTO EXPENSES

YEAR/MAKE/MODEL	
DATE PURCHASED	
MILEAGE BEGINNING OF YEAR	
TOTAL BUSINESS MILES	
GAS/OIL/LUBE	
LICENSE / REGISTRATION	
INSURANCE	
INTEREST	
OTHER	

COST	
MILEAGE END OF YEAR	
COMMUTING MILES	
PARKING TOLLS	
REPAIRS	
WASH & WAX	
TIRES/BATTERIES/SUPPLIES	