

**Business Income & Expense from Self-Employed Services**

Name of Business: \_\_\_\_\_

Type: \_\_\_\_\_

Date started: \_\_\_\_\_

**Gross Income or Sales** \$ \_\_\_\_\_

**Other Income** \$ \_\_\_\_\_

**Expenses:**

Advertising \$ \_\_\_\_\_

Meals and Entertainment \$ \_\_\_\_\_

Insurance for Business \$ \_\_\_\_\_

Office expenses \$ \_\_\_\_\_

Interest paid on loans \$ \_\_\_\_\_

Rent or Lease (Bldg, equip) \$ \_\_\_\_\_

Licenses for business \$ \_\_\_\_\_

Supplies \$ \_\_\_\_\_

Legal or Professional Services \$ \_\_\_\_\_

Training, classes, seminars \$ \_\_\_\_\_

Maintenance or Cleaning Service \$ \_\_\_\_\_

Cost of goods sold \$ \_\_\_\_\_

**OTHER EXPENSES** (list type & amount)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**FURNITURE AND EQUIPMENT** purchased for the business (list & include DATE of purchase)

Date: \_\_\_\_\_ Item: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Item: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Item: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Item: \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_ Item: \_\_\_\_\_ \$ \_\_\_\_\_

**VEHICLE EXPENSES:** Year/Make/Model \_\_\_\_\_

Total miles driven # \_\_\_\_\_ Business # \_\_\_\_\_ Commuting # \_\_\_\_\_ Personal # \_\_\_\_\_

Actual Expenses: Gas \$ \_\_\_\_\_ Repairs \$ \_\_\_\_\_ Tabs \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Was vehicle available for personal use during off-duty hours? \_\_\_\_\_

Was the vehicle used primarily by a more than 5% owner or related person? \_\_\_\_\_

Is another vehicle available for personal use? \_\_\_\_\_

Do you have evidence of mileage in writing? \_\_\_\_\_

