

**Accountant, Tax & Realtor Source Inc.
Business Income & Expenses Worksheets**



Business Name _____
Date Started _____ **Type of Business** _____
Tax ID # (if applicable) _____ **Tax Year** _____
Business Address(if different from home address) _____
City, St Zip _____
of Days Not Able to Work Due to Covid-19 in 2020 _____

Gross Receipts and Sales (Total Income for This Tax Year)	\$
BEGINNING INVENTORY (ALWAYS \$0 in 1 st Year of Business)	\$
PURCHASES	\$
Cost of CONTRACT LABOR (Only 1099 income)	\$
Cost of MATERIALS that went into your finished product	\$
ENDING INVENTORY	\$
BUSINESS EXPENSES If unsure, enter in "Other Expenses" with description and total	
ADVERTISING	\$
CAR AND TRUCK EXPENSES (Estimated total business or Estimated Auto Expenses -fuel, repairs car taxes, car interest payments – business use portion only)	\$
COMMISSIONS and FEES	\$
NEW EQUIPMENT COST PURCHASED THIS YEAR	\$
DEPRECIATION (ACCUMULATED FROM PREVIOUS YEARS)	\$
BUSINESS INSURANCE (except Health, Home, or Auto)	\$
INTEREST ON BUSINESS LOANS	\$
LEGAL/PROFESSIONAL SERVICE FEES	\$
OFFICE EXPENSE (cleaning, etc)	\$
PENSION PLANS	\$
RENTAL OF VEHICLES/EQUIPMENT	\$
RENTAL OF OTHER BUSINESS PROPERTY	\$
REPAIRS & MAINTENANCE (other than Home or Auto)	\$
SUPPLIES	\$
BUSINESS TAXES & LICENSES	\$
TRAVEL EXPENSE (hotels, airfare, car rentals)	\$
BUSINESS MEALS & ENTERTAINMENT (requires written backup)	\$
BUSINESS UTILITIES (other than Home)	\$
BUSINESS PHONE (business only)	\$
Home Office Used Exclusively for Business/Date Started	\$
Rent/Mortgage Monthly payment	\$
Average Monthly (All) Utilities Costs	\$
Direct Home Office Costs/Describe	\$
Other Home Office Costs	\$
OTHER (describe)	\$
OTHER (describe)	\$