

Business Information																
Entity Type (Pick One):	Hobby		Sole Proprietor		Single Member LLC			Multi-member LLC			Partnership	S Copr	C Corp			
Business Name					Employer ID (EIN)					State tax ID						
Business Description:					Product or Service											
Business Address																
States in which biz conducted							Date Started				Date ended:					
Business Owner	Did owner materially participated in this biz? (Yes or No)						Was all of owner's investment in this activity at risk? (Yes or No)									
Accounting method:	Cash	()	Accrual	()	other	()	Inventory valuation method:				cost	()	LCM	()	other	()
Part I – Income	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	TOTAL			
Gross receipt from sales/service																
Discounts/Return allowances																
Interest or dividend																
Bad debts deducted in prior yrs																
Other income (List type & amount)																
TOTAL INCOME																
Part II – Cost of Goods Sold																
Inventory at beginning of year																
(+) Purchases for resale																
(-) Cost of items withdrawn																
(+) Freight-In and storage																
(+) Direct labor cost																
(+) Overhead expense (management)																
(+) Materials and supplies																
(+) Other costs (List type & amount)																
Inventory at end of year																
COGS																
Part III –business Expenses																
Advertising cost																
Amortization or Depreciation																
Bad debt from sales or services																
Bank Service Charges																
Business gift expenses																
Business License & permit fees																
Business tax paid																
Cash over and short																
Car/Truck Expense (expense wks)																
Charitable contributions																
Commissions & fees (1099 issued)																
Compensation to partner/officer																
Dues and Subscriptions																
Home office expense (wks)																
Insurance:business (other than health)																
Insurance:Worker's Compensation																
Insurance:General Liability Insurance																
Insurance:Owner's Health Insurance																
Insurance:Life Insurance																

Insurance:Disability Insurance																				
Interest(mortgage, biz creditcard)																				
Internet																				
Property taxes for business property																				
Maintenance and Repairs																				
Meals and Entertainment (Local)																				
Deductible with 50% limit																				
Deductible with 100% limit																				
Social or entertainment club due																				
Office supplies and expenses																				
Penalty and fines																				
Postage and Delivery																				
Printing and Reproduction																				
Professional Fees-legal																				
Professional Fees-others																				
Rental/lease payment (other than auto)																				
Building or office																				
Machinery and equipment																				
Security system																				
Supplies (other than inventory)																				
Telephone (long distance & cell phone)																				
Travel (overnight travel worksheet)																				
Transportation (local)																				
Utilities (not include home office)																				
Others (please specify)																				
If you have employees																				
Wages paid to employees																				
Payroll taxes for employees																				
Unemployment tax for employees																				
Health insurance (employees only)																				
Employee benefit programs																				
Pension and Profit Sharing plans																				
Cost to set up pension plans																				
TOTAL																				

List equipment & assets acquired and or place in service during the tax year								
	description	date acquired	date placed in service	cost or other basis	investment business %	section 179 deduction	bonus depreciaiton	basis for depreciation
1								
2								
3								
4								

List assets disposed/sold or converted to personal use during the year								
	description	date acquired	cost other basis	change in investment & business use %	Date-out-of-service (MM/DD/YYYY)	accumulated depreciation	Date sold (MM/DD/YYYY)	selling or other price
1								
2								
3								
4								