



# Paola Tax & Accounting

"It's your money, not the IRS"

## Business Income and Expense Sheet

I, \_\_\_\_\_, declare that I am self-employed and my main profession is \_\_\_\_\_.

My Federal ID# is \_\_\_\_\_ and the name of my business is \_\_\_\_\_

Please initial if you keep records of your business income and expenses. \_\_\_\_\_

My Gross Sales/Receipts for \_\_\_\_\_ were \_\_\_\_\_  
(Year)

### Expenses

	Amount		Amount
Advertising	_____	Bank Fees	_____
Commissions and fees	_____	Credit Card Fees	_____
Insurance	_____	Business Mileage	_____
Equipment Rental	_____	Total Mileage	_____
Legal and Professional	_____	Make/Model	_____
Office Supplies	_____	Year	_____
Rent or Lease	_____	End of year Inventory	_____
License/Permits	_____	Wholesale purchases	_____
Repairs/Maintenance	_____	Dues/Subscriptions	_____
Supplies/Materials	_____	Other please list: _____	
Travel	_____	_____	
Meals/Entertainment	_____	_____	
Utilities	_____	_____	
Employee Wages	_____	_____	
Fuel	_____	_____	
Telephone	_____	_____	
Sales Tax Paid	_____	_____	
Postage/Delivery	_____	_____	
Vehicle Registration	_____	_____	

### Subcontractor Labor per person/company

Amount	Company/Person	W-9 on file	
_____	_____	Y	N
_____	_____	Y	N
_____	_____	Y	N

### Equipment purchases

Date purchased	Description	New/Used	Amount	Financed
_____	_____	_____	Y N	
_____	_____	_____	Y N	
_____	_____	_____	Y N	

If financed please add the loan amount, length of loan and the interest rate.

### Equipment Sales

Date Sold	Description	Sales Price
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Truck Drivers:** Days on the road \_\_\_\_\_ **Daycare Business:** Hours per year \_\_\_\_\_

### Office in Home

Total square footage of your house \_\_\_\_\_ Square footage of office use \_\_\_\_\_  
 Rent \_\_\_\_\_ Mortgage Interest \_\_\_\_\_ Homeowners or renters insurance \_\_\_\_\_  
 Real Estate Tax/Personal Property Tax \_\_\_\_\_ Total paid for Utilities such as water, electric, heat, gas and  
 phone \_\_\_\_\_ Other \_\_\_\_\_ Please Specify \_\_\_\_\_

I certify that the information above is provided by me from the documentation and receipts that I have kept throughout the year. These documents are in my possession and to my knowledge are true and complete.

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date