



762-3983
 2306 S Broadway, Suite 8
 Alexandria, MN 56308
www.alextax.biz

BUSINESS INCOME AND EXPENSE WORKSHEET

NAME _____ ID# _____
 BUSINESS NAME _____ EI# _____
 ADDRESS _____
 MAIN BUSINESS ACTIVITY _____ PRODUCT OR SERVICE _____

INCOME

Gross Sales	
Sales Tax Collected	Is it Included in Gross Sales?
Returns and Allowances	
Income From 1099's	
Other Income Not Reported Above	

COST OF GOODS SOLD

Purchases	
Cost of Labor (Manufacturing)	
Materials and Supplies	
Personal Use Items (Actual Cost)	
Inventory at End of Year	
How Was Value Determined? _____ Cost	
Other (Explain)	

SALES OF EQUIPMENT AND PROPERTY HELD FOR BUSINESS USE

Item Sold	Date Sold	Selling Price	Expenses	Date Acquired	Cost

MAJOR PURCHASES

Item Purchased	Date Purchased	Cost (Including Sales Tax)	New/Used	Item Traded

-CHECK LAST YEAR'S DEPRECIATION SCHEDULE TO BE SURE ALL ITEMS ARE CURRENT-

Questions: _____



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BUSINESS EXPENSES

ITEM	AMOUNT
Advertising and Promotion	
Bank Service Charges/Overdrafts	
Commissions Paid (If Over \$600 to Individual Give Name and Address)	
Dues and Publications	
Education	
Employee Benefits	
Freight (Not on Cost of Goods Sold)	
Insurance (Not Auto)	
Interest	
Laundry and Cleaning	
Legal and Professional Fees	
Office Supplies	
Pension and Profit Sharing	
Rent - Building	
- Equipment	
Repairs and Maintenance (Not Auto)	
Small Tools	
Subcontracting	
Supplies (Miscellaneous)	
Taxes - Payroll	
- Personal Property Tax	
- Real Estate	
- Sales	
Travel - Lodging, Taxes, ect.	
- Entertainment	
- Meals	
Uniforms	
Utilities and Telephone	
Wages - Spouse	
- Your Own Children Under 18	
- Other	
Other Expenses (List)	

CAR & TRUCK EXPENSES

Year and Make	Date purchased	Cost \$		
Year and Make	Date purchased	Vehicle 1	Vehicle 2	
Odometer Reading - end of year				
- beginning of year				
Total business miles				
Business miles				
Personal miles				
Commuting miles				
Expenses	Vehicle 1	Vehicle 2	Vehicle 1	Vehicle 2
Parking and tolls			Tires, batteries, supplies	
Interest and personal prop. tax			Insurance	
License and sales tax			Other	
Gas, oil, lubes				
Repairs, washing, waxing				