

Income & Expenses Worksheet

Business Name:

SSN or EIN:

Tax Year:

\$ (TOTAL FOR THE YEAR)

INCOME

Less Returns & Allowances

EXPENSES

	\$ (TOTAL FOR THE YEAR)		\$ (TOTAL FOR THE YEAR)
Accounting		Office Expense(s)	
Advertising		Outside Services	
Automobile Expense(s)	-	Payroll	
Bank Fees		Payroll Tax(es)	
Commissions & Fees		Parking	
Computer Expense(s)		Property Tax(es)	
Delivery & Freight		Rent or Lease for Office	
Dues & Subscriptions		Rent (Other than for Office)	
Employee Benefits Program		Repairs & Maintenance	
Equipment & Machinery		Supplies	
Gifts & Promotions		Tax(es) (Other than for Payroll)	
Insurance		Telephone, Internet, & Fax	
Insurance (Other than health)		Temporary Help	
Interest		Tolls	
Laundry & Cleaning		Tools	
Legal & Professional Fees		Travel (Hotel, Taxi, etc.)	
License(s) & Permits		Uniforms	
Management Fees		Utilities	
Meals		Other:	
Merchant Fees		Other:	
Mortgage Insurance		Other:	
		TOTAL EXPENSES	-
***Miles drove for the year =====>		NET INCOME/LOSS	\$ -

Your Name: