

Self-Employed Income & Expenses

Owner's Name:	
Federal ID Number:	
Business Name:	
Business Address:	

Income	Amount
Gross Receipts or Sales	
Returns or Allowances	
Cost of Goods Sold	
Beginning Inventory (Valued at Cost)	
Purchases	
Ending Inventory (Valued at Cost)	
Expenses	
Advertising	
Commissions Paid	
Contract Labor or Temporary Help	
Insurance	
Interest	
Legal & Professional	
Office Expenses & Postage	
Retirement Plan Contributions (Employer Cont)	
Rent - Machinery	
Rent - Building and Other	
Repairs & Maintenance	
Supplies	
Taxes & Licenses	
Travel *	
Meals & Entertainment *	
Utilities (for separate office only)	
Wages Paid to Employees	
Other Expenses:	
Bank Service Fees	
Website Fees	
Gifts (no more than \$25/person)	
Dues & Subscriptions	
Continuing Education & Professional Development	

Assets purchased over \$500 (computers, machinery, laptops, etc.):			
Date of Purchase	Description	% of Business Use	Amount

Do you have a qualifying home office? Yes No If yes, complete the worksheet for home office.

*Do you have proper documentation to substantiate your travel, meals, and entertainment expenses per the IRS regulations? Yes No

I declare that I have examined and/or completed this worksheet and any accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

Prepared and submitted by: _____ Date: _____

Printed name: _____