

BUSINESS NAME: _____

TAX WORKSHEET FOR

Month _____ YEAR _____

EIN: _____

THE SMALL BUSINESS

		<u>AMOUNT</u>	<u>NOTES</u>
<u>INCOME</u>			
GROSS RECEIPTS		\$ -	
INTEREST INCOME		\$ -	
<u>EXPENSES</u>			
ACCOUNTING		\$ -	
ADVERTISING		\$ -	
AUTO EXPENSES			
	GAS	\$ -	
(you can take actual expenses or mileage you can not take both.)	REPAIRS & MAINTANCE	\$ -	
	MILEAGE	0	
	PARKING FEES & TOLLS	\$ -	
BANK CHARGES		\$ -	
COMMISSIONS		\$ -	
CONSULTING		\$ -	
CREDIT AND COLLECTION COST		\$ -	
DELIVERY		\$ -	
DUES & SUBSCRIPTIONS		\$ -	
EDUCATION & TRAINING		\$ -	
EMPLOYEE BENEFIT PROGRAM		\$ -	
CASUAL LABOR		\$ -	
OFF ROAD FUEL		\$ -	
GIFTS		\$ -	
INSURANCE			
	BUILDING& EQUIPMENT	\$ -	
	LIABILITY	\$ -	
	WORKERS COMP	\$ -	
	AUTO	\$ -	
INTEREST EXPENSE		\$ -	
JANITORIAL		\$ -	
LAUNDRY & CLEANING		\$ -	
LEGAL & PROFESSIONAL		\$ -	
MARKETING		\$ -	
MEALS		\$ -	
OFFICE EXPENSE		\$ -	
PAYROLL PROCESSING		\$ -	
PERMITS & FEES		\$ -	
POSTAGE & SHIPPING		\$ -	
PRINTING		\$ -	
RENTS			
	EQUIPMENT		
	BUILDING& EQUIPMENT	\$ -	
SALARIES & WAGES	(COPY OF W-3 & W-2)	\$ -	

<u>PAGE 2</u>		<u>AMOUNT</u>	<u>NOTES</u>
SUBCONTRACTORS	(COPY OF 1096 & 1099)		
	WITH 1099	\$ -	
	WITHOUT 1099	\$ -	
SECURITY		\$ -	
SMALL TOOLS		\$ -	
SOFTWARE			
SUPPLIES (NOT OFFICE)		\$ -	
TAXES & LICENSES			
	MEDICARE	\$ -	
	SOCIAL SECURITY	\$ -	
(Copy of 940 Form)	940 FUTA	\$ -	
	SALES TAX PAID	\$ -	
(Copy of VEC qtr Reports)	STATE UNEMPLOYMENT	\$ -	
	FOREIGN TAXES PAID	\$ -	
	LICENSES	\$ -	
	MISC TAXES	\$ -	
UTILITIES			
	CELL PHONE	\$ -	
	LANDLINE PHONE	\$ -	
	ELECTRIC	\$ -	
	WATER	\$ -	
	GAS	\$ -	
	INTERNET	\$ -	
TRAVEL			
	LODGING	\$ -	
	PLANE/BUS/AUTO	\$ -	
UNIFORMS		\$ -	
WASTE REMOVAL		\$ -	
Inventory	Beginning	\$ -	
	purchases	\$ -	
	ending	\$ -	
MISC NOT LISTED			
EQUIPMENT PURCHASE, SALE OR DISPOSAL			
	DATE		
	DESCRIPTION		
	SALE OR PURCHASE PRICE		
EQUIPMENT PURCHASE, SALE OR DISPOSAL			
	DATE		
	DESCRIPTION		
	SALE OR PURCHASE PRICE		
EQUIPMENT PURCHASE, SALE OR DISPOSAL			
	DATE		
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