



Name _____ Year _____

INFORMATION NEEDED FOR A SOLE PROPRIETORSHIP
CALL IF YOU NEED HELP WITH IT.

- Total Income _____ Other Commissions & Prizes _____
Returns Or Refunds Paid Out _____
Beginning Inventory (At Your Cost) _____
Total Purchases For The Year (At Your Cost) _____
Personal Use _____
Sub-Contractors _____
Closing Inventory (At Your Cost) _____
Advertising _____
Bad Debts (Only if Amount was Added to Income) _____
Insurance (Liability & Workmen's comp.) _____
Vehicle Expenses:
Purchase Price _____ Gas, Oil, Repairs, etc. _____ Tags _____
Lease Payments _____ Interest on Loan _____ Insurance _____
Commissions Paid To Other People _____
Interest on Business Loan or Credit Cards used ONLY for Business _____
Legal, Accounting, and Professional Fees _____
Office or bookkeeping Expenses (To Keep Track of Your Business) _____
Rent Paid _____
Repairs & Maintenance On Business Equipment _____
Supplies (What You Use To Do Your Business) _____
Tax & Licenses _____
Travel Expenses (Hotel, Cab, etc.) _____
Meals and Food (Business Dinners, Luncheons, etc.) _____
Telephone and Communication Expenses:
Business Long Distance _____ Pagers _____ Car & Cell Phones _____
Direct Business Utilities _____
Bank Charges on Business Account _____
Dues and Publications that Increase Your Professionalism _____
Gross Wages _____
Payroll Taxes (Employer Matching FICA, SUTA, & FUTA) _____
Misc. (description) _____

Please List Business Assets Purchased During The Year On Back
(Description, Date Purchased, Purchase Price)

- Office In Home Expenses:
Utilities For The Year (Gas, Electric, Water, Sewage, & Garbage) _____
Telephone Base Rate For The Year _____
Rent for Renters _____
Insurance (Homeowners or Renters) _____ Repairs and Maintenance _____
Real estate Taxes _____ Mortgage Interest _____
Sq. Foot Of Home or Apartment _____ Sq. Foot of Business Usage _____
Cost of Home _____ Purchase Date _____
DON'T FORGET!!!
Total Miles For The Year _____ Business Miles For The Year _____