

Name _____ Year _____

SOLE PROPRIETORSHIP WORKSHEET
THIS IS AN INFORMATIONAL WORKSHEET FOR OUR CLIENTS

_____ Total Income, Commissions, & Prizes
 _____ Income, 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
 _____ Insurance (Liability & Workman'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
 _____ Legal, Accounting, and Professional Fees
 _____ Office or Bookkeeping Expenses Other Expenses:
 _____ Postage Amount Description
 _____ Rent Paid _____
 _____ Repairs & Maintenance _____
 _____ Supplies _____
 _____ Tax & Licenses _____
 _____ Travel Expenses
 _____ Meals and Food
 _____ Telephone and Communication Expenses:
 _____ Internet _____ Cell Phones
 _____ Direct Business Utilities
 _____ Bank Charges on Business Account
 _____ Dues and Publications
 _____ Gross Wages
 _____ Employer Payroll Taxes

**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