Accounting Unlimited, Inc.

SPECIALIZING IN SMALL BUSINESSES & TAXES

Name_____ Tax Year_____
If this is your first year – Give Start Date_____

THIRTY-ONE GIFTS WORKSHEET
THIS IS AN INFORMATION WORKSHEET FOR OUR CLIENTS

_____Total Income _____Other Prizes & Commissions

_____Purchases
_____Product Samples Used
_____Enrollment Kit

_____Advertising (Logo Items, Website, etc.)
_____Insurance
_____Interest Expense
_____Legal and Professional
_____Office or Bookkeeping Expenses (Apps)
_____Meeting fees – Room Rent
_____Repairs and Maintenance
_____Supplies
_____Travel Expense
_____Meals and Food
_____Bank Charges
_____Credit Card Processing Fees
_____Dues and Publications
_____Postage
_____Workshops/Conference Fees

Telephone and Communication Expenses:
_____Cell Phone
_____Internet Access

Current Year Assets Purchased:

Date	Amount	Description
_____	_____	_____
_____	_____	_____

Other Expenses:

Date	Amount	Description
_____	_____	_____
_____	_____	_____

Vehicle Expenses:
_____Total Vehicle Miles _____Total Business Miles

_____Purchase Price _____Gas, Oil, Repairs, etc. _____Tags
_____Lease Payments _____Interest on Loan _____Insurance

Office in Home Expenses:
_____Utilities (Gas, Electric, Water, etc.)
_____Telephone Base Rate (For the Year
_____Rent for Renters
_____Real Estate Taxes
_____Sq. Foot of Home or Apartment
_____Cost of Home

_____Insurance (Homeowners/Renters
_____Repairs and Maintenance
_____Mortgage Interest
_____Sq. Foot of Business Usage
_____Purchase Date

519 EAST LEWIS & CLARK PKWY, CLARKSVILLE, IN 47129
(812)-283-9385 – FAX (812)-283-9380 – (800)-988-7324
Accountingunlimited.com