

Business Name _____ Year _____

INCORPORATED BUSINESS WORKSHEET

_____ Type of Entity (S-Corp, C-Corp, Partnership, etc.)
 Owners Names, Addresses, and # of Shares Owned

_____ Cash in Bank as of Dec. 31 _____ Outstanding Loans
 _____ Total Distributions Paid to Shareholders

_____ Total Income
 _____ Returns or Refunds Paid Out
 _____ Beginning Inventory (At Your Cost)
 _____ Total Purchases for the Year (At Your Cost)
 _____ Sub-Contractors
 _____ Closing Inventory (At Your Cost)
 _____ Advertising
 _____ Insurance (Liability & Workmen's Comp)

Vehicle expenses:

_____ Purchase Price _____ Gas, Oil, Repairs, etc. _____ Tags
 _____ Lease Payments _____ Interest on Loan _____ Insurance

If Vehicle is Owned by Business:

_____ Total Miles for the Year _____ Business Miles for the Year

_____ Commissions Paid to Other People
 _____ Interest on Business Loans or Credit Cards
 _____ Legal, Accounting, and Professional Fees
 _____ Office or Bookkeeping Expenses

Other Expenses:	Date	Amount	Description
_____ Rent Paid	_____	_____	_____
_____ Repairs and Maintenance	_____	_____	_____
_____ Supplies	_____	_____	_____
_____ Tax & Licenses	_____	_____	_____
_____ Travel Expenses	_____	_____	_____
_____ Meals and Food	_____	_____	_____

Telephone and Communication Expenses:

_____ Internet _____ Cell Phones
 _____ Business Utilities
 _____ Bank Charges on Business Account
 _____ Professional Publications
 _____ Gross Wages
 _____ Payroll Taxes

Please List Business Assets Purchased During the Year on Back
 (Description, Date Purchased, Purchase Price)

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