



Business Name _____ Year _____

INFORMATION NEEDED FOR A REGISTERED BUSINESS
CALL IF YOU NEED HELP WITH IT.

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
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 Loans 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
Business Utilities
Bank Charges on Business Account
Professional Publications
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)

DON'T FORGET!!!

(If Vehicle is owned by Business)

Total Miles For The Year Business Miles For The Year