

Business Information

Business Name:		
<u>INCOME (Deposits into business account)</u>		
Gross Receipts:		
Returns and allowances		
<u>COST OF GOODS SOLD</u>		
Inventory at Beginning of year		
Purchases		
Cost of Labor		
Materials and Supplies		
Other costs		
Inventory at End of year		
<u>EXPENSES</u>		
Advertising		
Bad debts		
Car and Truck Expenses (See Worksheet)		
Commissions and fees		
Depletion/Depreciation (preparer's use)		
Employee Benefit Programs		
Insurance other than health		
Interest: Mortgages (paid to banks,etc)		
Interest: Other		
Legal and Professional services		
Office expense		
Pension and profit-sharing plans		
Rent or Lease Vehicles, Machinery, and Equipment		
Rent or Lease Other business property		
Repairs and maintenance		
Supplies (not in Cost of Goods sold)		
Taxes and licenses		
Travel		
Meals and Entertainment		
Utilities		
Wages		
Other expenses:		
New or Used Equipment Purchases: Date Purchased, Description		Amount
Equipment Sold or Disposed of: Date Sold, Description		Amount
<u>Estimated Tax Payment Made:</u>	Date	FEDERAL STATE
First Quarter Estimated Tax		
Second Quarter Estimated Tax		
Third Quarter Estimated Tax		
Fourth Quarter Estimated Tax		