

SOLE PROPRIETORSHIP BUSINESS INCOME

Business Name _____ Type of Business _____

(please use a separate form for each business)

GROSS REVENUE (Sales, Commissions, Fees, etc)

Cash and Check Receipts \$ _____

Credit Card 1099K Receipts \$ _____

List all other source income:
_____ \$ _____

Trade or Barter _____ \$ _____

COST OF GOODS SOLD

Inventory:

--On Jan. 1 \$ _____

--On Dec. 31 \$ _____

Purchases \$ _____

Subcontract \$ _____

Materials \$ _____

Freight \$ _____

Total \$ _____

NEW DEPRECIATION ASSETS

(One item per line)

Acquired
Month / Year

Cost or
Other Basis

Buildings _____ / _____ \$ _____

Furniture and Fixtures _____ / _____ \$ _____

Machinery & Equipment _____ / _____ \$ _____

Office Equipment _____ / _____ \$ _____

Leasehold Improvements _____ / _____ \$ _____

Truck _____ / _____ \$ _____

Van _____ / _____ \$ _____

Auto _____ / _____ \$ _____

_____ / _____ \$ _____

BUSINESS AUTO MILES

(must keep log showing date, purpose, miles)

Vehicle #1 _____

2024 Business Mileage Jan-Dec: _____ mi.

2024 Total Mileage Data: _____ mi.

Vehicle #2 _____

2024 Business Mileage Jan-Dec: _____ mi.

2024 Total Mileage Data: _____ mi.

Forms W-9 received from/1099 Filed for
contractors? Yes No

DEDUCTIONS

Accounting Fees \$ _____

Advertising \$ _____

Answering Service \$ _____

Auto and Truck Expenses \$ _____

Bank Charges \$ _____

Collection Expense \$ _____

Commissions Paid \$ _____

Continuing Education \$ _____

Dues, Pubs and Subscriptions \$ _____

Employee Benefits \$ _____

Employee Health Insurance \$ _____

Equipment Rental \$ _____

Entertainment \$ _____

Insurance \$ _____

Interest \$ _____

Janitorial Services \$ _____

Laundry \$ _____

Legal / Professional \$ _____

Licenses and Permits \$ _____

Meals \$ _____

Office Supplies \$ _____

Outside Services \$ _____

Parking \$ _____

Pension \$ _____

Postage/Shipping \$ _____

Printing \$ _____

Rent – Business Property \$ _____

Repairs \$ _____

Salaries and Wages \$ _____

Storage Rent \$ _____

Supplies (other than office) \$ _____

Taxes; Business / Property \$ _____

Payroll \$ _____

Sales \$ _____

Telephone \$ _____

Tools \$ _____

Travel \$ _____

Uniforms \$ _____

Utilities \$ _____

_____ \$ _____