

**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 \_\_\_\_\_

2022 Business Mileage Jan-June: \_\_\_\_\_ mi.

2022 Business Mileage July-Dec: \_\_\_\_\_ mi

2022 Total Mileage Data: \_\_\_\_\_ mi.

Vehicle #2 \_\_\_\_\_

2022 Business Mileage Jan-June: \_\_\_\_\_ mi.

2022 Business Mileage July-Dec \_\_\_\_\_ mi

2022 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 \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_