

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>		FEDERAL	STATE
First Quarter Estimated Tax			
Second Quarter Estimated Tax			
Third Quarter Estimated Tax			
Fourth Quarter Estimated Tax			