

<b>BUSINESS INCOME &amp; EXPENSE WORKSHEET</b>			
	COST		COST
<b>TYPE OF BUSINESS:</b>			
<b>BUSINESS NAME &amp; TAX ID #:</b>			
<b>ADDRESS OF BUSINESS:</b>			
<b>DATE BUSINESS STARTED:</b>			
<b>INCOME</b>			
<b>COSTS OF GOOD SOLD:</b>		AZ SALES TAX	
1. MATERIALS & SUPPLIES		CITY SALES TAX	
2. SUBCONTRACTORS		LICENSE FEES	
3. OTHER:		MERCHANT FEES	
<b>EXPENSES:</b>			
ADVERTISING & WEBSITE EXPENSES		TRAVEL (OUT OF TOWN):	
AUTO (COMPLETE SEPARATE WORKSHEET)		1. AIRFARE	
COMMISSIONS & OUTSIDE SERVICES		2. CAR RENTAL & CAR RENTAL FUEL	
INSURANCE:		3. LODGING	
1. LIABILITY		4. GROUND TRAVEL & PARKING	
2. HEALTH		5. MEALS	
3. E & O			
		MEALS & ENTERTAINMENT	
INTEREST		<i>(IRS REQUIRES RECEIPTS WITH DETAILS</i>	
1. MORTGAGE INTEREST (OFFICE BLDG)		<i>OF BUSINESS PURPOSE WRITTEN ON</i>	
2. CREDIT CARDS (BUSINESS ONLY)		<i>THE RECEIPT)</i>	
3. BUSINESS CREDIT LINES			
PROFESSIONAL FEES		PAYROLL (BRING YEAR-END PAYROLL SUMMARY)	
1. TAX PREPARATION AND ACCOUNTING			
2. LEGAL		BOOKS & PUBLICATIONS	
		SEMINARS & CONTINUED EDUCATION	
OFFICE EXPENSES:		GIFTS	
1. RENT (USE SEPARATE WORKSHEET FOR HOME OFFICE)		TOOLS & EQUIPMENT (\$250 OR LESS)	
2. UTILITIES (IF NOT HOME OFFICE)		RENT & LEASE OF TOOLS & EQUIPMENT	
3. BUSINESS TELEPHONE		SUPPLIES (OTHER THAN OFFICE)	
4. OFFICE SUPPLIES		EQUIPMENT REPAIRS & MAINTENANCE	
5. POSTAGE & DELIVERY			
6. INTERNET SERVICE			
<b>CAPITAL PURCHASES (BRING LIST OF ITEMS, PURCHASE DATES &amp; COST, FOR EXAMPLE):</b>			
<b>ITEM PURCHASED</b>	<b>DATE PURCHASED</b>	<b>COST</b>	
1. COMPUTER			
2. OFFICE FURNITURE			
3. SOFTWARE			
4. PRINTER			
6. TOOLS			
<b>THIS WORKSHEET IS A GUIDE TO HELP YOU GATHER YOUR TAX INFORMATION AND MAY NOT INCLUDE ALL YOUR EXPENSES.</b>			
<b><i>BRING IN A LIST OF YOUR EXPENSES DETAILED BY CATEGORY WITH A TOTAL FOR EACH CATEGORY.</i></b>			