

## Business Tax Data Sheet (Use also for Employee Business Expenses)

<b>Business Name:</b>		<b>Name(s) of Owner(s)</b>	<b>Ownership % or Shares</b>
<b>Address:</b>			
<b>Tax ID Number:</b>			
<b>Type of Business:</b>			
<b>Products or Services:</b>			
<b>Business Entity:</b>	Sole Proprietor	C Corporation	S Corporation
		Partnership	LLC
<b>Date Business Formed (mo/day/yr):</b>	/ /	<b>Number of Months in Business This Yr.</b>	

1. Accounting system Used:                      Cash                      Accrual                      Other (explain) \_\_\_\_\_
2. Inventory Valuation (if any) is based on:                      Cost                      Market                      Other
3. Did you use any part of your home for business?    Yes                      No
4. Did you buy or sell any business assets during the year?    Yes                      No (If yes, list details on asset sheet.)
5. Did you hire any new employees who may qualify for job credits?    Yes                      No

**Business Owners: Include copies of your Profit and Loss Statement, and Balance Sheets for year end and prior year.**

INCOME	COST OF GOODS SOLD (If applicable)
Gross Receipts or Sales	Inventory at Beginning of Year
Returns & Allowances	Purchases
Income Reported on Form 1099*	Cost of Labor (related to inventory)
Commissions*	Materials and Supplies
Other (Enclose detail)	Other Inventory Costs
*Do not list 1099's or commissions separately if included in gross receipts.	Inventory Withdrawn for Personal Use
	Inventory at End of Year
Cash Bank Balance at Start of Year	Cash Bank Balance at End of Year
EXPENSES	
Advertising	Wages (not reported above)
Bad Debts (only if reported as income)	<b>Payroll Taxes</b>
Bank Charges	Social Security & Medicare
Business Vehicle Expense (enclose detail)	Unemployment (Fed & State)
Commissions & Fees Paid	<b>Other Taxes</b>
Dues and Publications	Real Estate
Employee Benefit Programs	Personal Property
Postage & Shipping	Other
Insurance	<b>Automobile Expenses</b> (written records required)
Mortgage Interest	Total Miles Driven This Year
Other Business Interest	Business Miles Driven This Year
Laundry & Cleaning	Parking and Tolls
Legal & Professional Fees	Gas, Oil, Maintenance, Washing
License Fees (business & professional)	Other
Office Supplies	<b>Travel (Out of Town)</b>
Pension/Profit-Sharing (Employees)	Transportation
Rent & Lease (vehicles, equipment)	Lodging
Rent & Lease (real estate)	Cabs, Rental Cars, Buses
Repairs & Maintenance	Other
Supplies (other than office)	<b>Meals &amp; Entertainment</b> (list 100% of expenses)
Telephone	Meals & Tips
Personal Health Ins. (sole proprietor)	Entertainment Expenses
Other	Tickets & Events
	Gifts
Owner's draw (if sole proprietor)	
Guaranteed payments to partners or members (if partnership or LLC taxed as partnership – enclose details)	
Dividends paid to stockholders (if corporation – enclose details)	
Other distributions to stockholders, partners or members (enclose details)	

List on Asset Data Sheet all purchases & sales of equipment, furniture, vehicles and leasehold improvements.