



# BUSINESS INCOME / EXPENSE WORKSHEET

**BUSINESS INFORMATION** (Fill out one sheet for each business — Do not combine)

Business Name / Profession

<b>INCOME</b>	<b>1099 / SELF EMPLOYMENT</b>	<b>ATTRIBUTED TO W2</b>
Income Received (List all self-employed income in 1099 / Self Employment column)		
Sales Tax Collected (If included in income above - only if you charge sales tax)		

<b>COST OF GOODS SOLD</b>	<b>1099 / SELF EMPLOYMENT</b>	<b>ATTRIBUTED TO W2</b>
Total Production Costs (Direct costs to make products)		
Ending Inventory (At your cost, not retail)		

<b>EXPENSES</b>	<b>1099 / SELF EMPLOYMENT</b>	<b>ATTRIBUTED TO W2</b>
Advertising: Promo, Website costs, etc. (Anything for promotion of business)		
Auto Expenses (See auto and in home office worksheet below)	SEE AUTO WORKSHEET	
Commissions and Fees (Agents, managers, etc.)		
Subcontractors* (Total labor - did you pay any one person more than \$600? Yes / No)		
Equipment Purchases (Items costing more than \$200 have a useful life > 1 year)	SEE EQUIPMENT WORKSHEET	
Business Insurance		
Business Interest (Loans or 100% business credit cards)		
Legal and Accounting		
Office and Postage		
Equipment Rental (Equipment Rental and Car Rental — including gas)		
Equipment Repairs (Repairs on computers, equipment, etc.)		
Business Rent (Rent for office or practice space)		
Supplies (Any small items needed for bus.)		
Taxes & Licenses (Business licenses and/or Misc. Business taxes-MNCare, etc.)		
Travel (Airfare, lodging—not food or auto)		
Meals and Entertainment In Town (Business meals with others)		
Days Out of Town (See per diem worksheet below)	SEE PER DIEM WORKSHEET	
Wages Paid to Others (Bring details on payroll and payroll taxes)		
Bank and Credit Card Charges (On business accounts)		
Dues and Subscriptions (Memberships, magazines, etc.)		
Research and Development (Books, classes, activities in your field)		
Telephone (Business line, 2nd line, and bus % of cell phone)		
Internet (List business % of cost)		
Computer Software		
Printing and Film Processing (For business photos)		
Costumes and Props (Performers - things only worn on stage)		
Personal Maintenance (Performers - direct costs for performance image)		
Business Gifts (Limited to \$25 per recipient per year)		

**OTHER** (List out any costs that didn't fit in the above categories)

Health Insurance Paid		
Health Savings Account Contributions (Must have high deductible health insurance)		
Retirement Account Contributions (What kind? Trad IRA, Roth, SEP, 401K?)		
Other		
Other		

\* Quarterly Estimated Tax Payments - Bring list of dates and amounts of each payment

\* If you paid \$600 or more to subcontractors, you are supposed to file a form 1099-Misc for their labor costs by January 31st