



Barber Tax Service

Personal Tax Returns ■ Business Tax Returns ■ Small Business Accounting

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BUSINESS INCOME & EXPENSES

Business Name: _____

Business Address: _____

Business Phone Number: _____

Business Entity: _____ Sole Prop.: Partnership: LLC: S. Corp: C. Corp:

Principal Business-Product or Service: _____

S & C Corp Tax Returns are Due March 15th

Year to Date Income & Expenses for the year of 20__

INCOME

Gross Receipts & Sales: \$ _____

Other Income: \$ _____

Less Discounts, Allowances, Refunds \$ _____

TOTAL YEAR TO DATE INCOME

ORDINARY & NECESSARY BUSINESS EXPENSES

Cost of Good Purchases for Resale: \$ _____

Inventory: Beginning: \$ _____ Ending: \$ _____

Advertising: \$ _____

Promotional Expenses: \$ _____

Commissions: \$ _____

Insurance: \$ _____

Business Liability & Property Insurance: \$ _____

Health Insurance-Employees: Employees: \$ _____ Owners: \$ _____

Workers Compensation Insurance: \$ _____

Business Interest: \$ _____

Paid to Banks-Business Loan or Credit Card Interest Paid: \$ _____

Business Auto Loan Interest: \$ _____

Legal & Professional Services (Including Tax Prep Fees): \$ _____

Office Supplies: \$ _____

Rent or Lease: \$ _____

Vehicles, machinery, & equipment \$ _____

Storage \$ _____

Other business property & office rent \$ _____

Utilities \$ _____

Repairs & Maintenance on equipment or Building \$ _____

Licenses & permits \$ _____

Taxes (explain)	\$ _____
Travel (air fares, hotels, car rental, etc., do not include meals)	\$ _____
Business Meals & Entertainment-in town meals	\$ _____
Out of town meals-Number of days out of town _____	\$ _____
Telephone Expense	
Business telephone & FAX line (separate line from home line)	\$ _____
Business use of cellular telephone % business usage _____	\$ _____ 100%
Business telephone long distance charges	\$ _____
Internet Service % business usage____	\$ _____ 100%
Other business supplies	\$ _____
Freight & delivery	\$ _____
Education (conventions, workshops, seminars etc., circle one)	\$ _____
Dues and subscriptions	\$ _____
Printing costs	\$ _____
Postage	\$ _____
Bank Charges:	
Monthly service fees	\$ _____
Credit card discount fees	\$ _____
Gross Wages & Salaries & Payroll Expenses	
Gross Employees salaries & wages	\$ _____
Gross Officers' salaries & wages	\$ _____
Federal unemployment insurance (FUTA)	\$ _____
State unemployment insurance (SUI)	\$ _____
Other payroll taxes- (FICA etc. explain _____)	\$ _____
Payroll service company fees	\$ _____
Outside service	\$ _____
Contract labor (any person paid over \$600 must have 1099 issued)	\$ _____
Uniforms purchase cost \$ _____ uniform upkeep \$ _____	\$ _____
Small tools (purchases under each \$300)	\$ _____
Auto Expense:(IRS requires a mileage log be kept current)	
Business mileage _____ Personal mileage _____	
Auto actual expenses: Purchase price _____ Gas _____	
Repairs _____ Insurance _____ Interest paid _____	
License & Registration _____ Lease payment _____	
Other expense not itemized above, list on reverse side of this worksheet.	
TOTAL YEAR TO DATE EXPENSES	\$ _____
Equipment purchases over \$300 each (itemize each & date of purchase	
Date _____ Description _____ Amount _____	
Date _____ Description _____ Amount _____	
OFFICE IN HOME EXPENSE (IRS requires regular & exclusive use only)	
Total square feet of home _____ # of months office in the home _____	
Total square feet of office _____	
Home utilities paid (100%) \$ _____ Original Cost of home \$ _____	
Home owner's insurance \$ _____	
Rent Paid \$ _____	

On reverse side of this form, list all business owners full name, address, phone number, Social security and percentage of ownership in this business.