

Business Income Worksheet

Business Name:
Nature of Business:
Business Address:

	<u>2008</u>
Income	
Gross receipts or sales	_____
Returns and allowances	_____
Other income	_____
Subtotal	_____
Cost of Goods Sold	
Inventory at beginning of the year	_____
Purchases	_____
Cost of items for personal use	_____
Cost of labor	_____
Materials and supplies	_____
Other costs	_____
Subtotal	_____
Expenses	
Accounting	_____
Advertising	_____
Answering service	_____
Bad debts from sales or service	_____
Bank charges	_____
Car and truck expenses (not entered elsewhere)	_____
Commissions	_____
Contract labor	_____
Delivery and freight	_____
Dues and subscriptions	_____
Employee benefit programs	_____
Insurance (other than health)	_____
Mortgage interest (paid to banks, not personal)	_____
Other interest (not entered elsewhere)	_____
Janitorial	_____
Laundry and cleaning	_____
Legal and professional	_____
Miscellaneous	_____
Office expense	_____
Outside services	_____
Parking and tolls	_____
Pension and profit sharing plans - contributions	_____
Pension and profit sharing plans - admin & education costs	_____
Postage	_____
Printing	_____
Rent - vehicles and equipment (not entered elsewhere)	_____
Rent - other	_____
Repairs & maintenance	_____
Security	_____
Supplies	_____
Taxes - real estate	_____
Taxes - payroll	_____
Taxes - sales tax included in gross receipts	_____
Taxes - other (not entered elsewhere)	_____
Telephone	_____
Tools	_____
Travel	_____
Total means and entertainment in full (50%)	_____
Uniforms	_____
Utilities	_____
Wages	_____
Other expenses	_____
Subtotal	_____
Net Income	_____

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ASSET ACQUISITION LIST

If you purchased any business assets (furniture, equipment, vehicles, real estate, etc) or converted any personal assets to business use in 2008, please enter all pertinent information below.

<u>Description of Property</u>	<u>Date Placed in Service</u>	<u>Cost or Basis</u>

ASSET DISPOSITION LIST

If you disposed of any business assets in 2008, please enter date sold, sales price, and expenses of sale. For real estate transactions, be sure to send us all 1099-S and closing statements.

<u>Description of Property</u>	<u>Date Placed in Service</u>	<u>Date Sold</u>	<u>Sales Price</u>	<u>Cost or Basis</u>	<u>Expenses of Sale</u>

SEND COMPLETED WORKSHEET TO:

Email taxdocs@taxcpadirect.com
Fax 925-226-4032
Mail taxCPAdirect
P.O. Box 20835
Castro Valley, CA 94546