

Business - Income and Expense Sheet

Income	<input type="checkbox"/> I am an LLC
Expenses	
Advertising	
Commissions & Fees	
Contract Labor	
Employee Benefits Programs	
Insurance (other than Health)	
Mortgage Interest	
Other Interest	
Legal & Professional Services	
Office Expense	
Rent (equipment)	
Rent (other)	
Repairs & Maintenance	
Supplies	
Taxes	
Tax Preparation	
Licenses	
Travel Lodging	
Meals (out of town or meeting)	
Utilities	
Wages	
Vehicle	
Miles (Rentals use actual cost)	
Date put in service	
If depreciating original cost	
Sales Tax for purchase of vehicle	
Gas	
Repairs	
DMV	
Other Expenses	
Cell Phone - percentage of use	
Internet - percentage of use	
Website	
Small Tools	
Safety Clothing	
Home Office Expenses	Home sq ft _____ Office sq ft _____
Room in home must be used exclusively for your office and must have no other uses, such as guest room, sewing room, etc.	
Mortgage Interest	
Property Taxes	
Insurance	
Rent	
Repairs & Maintenance	
Utilities (Gas, Water, Elect, Garbage)	