***INCOME*** - Total of all income for the year, based on your records, including total bank deposits, Forms 1099-MISC, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please include all sales taxes collected).

***COST OF GOODS SOLD – if you sell a product***

Cost of goods in inventory as of January 1st of the year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total purchases for the year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost of goods left in inventory as of December 31st of the year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses related to goods sold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***EXPENSES-*** Please add all of your expenses for the year in the following categories:

Accounting/Bookkeeping\_\_\_\_\_\_\_\_\_\_\_\_\_

Advertising/Promotion/Marketing (website, business cards, flyers, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Charges/Merchant Account fees/Credit Card processing fees\_\_\_\_\_\_\_\_\_\_

Business Insurance\_\_\_\_\_\_\_\_\_\_\_\_

Car and truck expenses – actual operating expenses or the “cents per business mile” method. (See separate worksheet)

Cell phone service total for the year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost of phone and accessories\_\_\_\_\_\_\_\_\_\_\_\_

Charitable contributions \_\_\_\_\_\_\_\_\_\_\_\_

Cleaning and janitorial\_\_\_\_\_\_\_\_\_\_

Commissions/Contract Labor/Outside Services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer, laptop, iPad expenses, including software, anti-virus programs, etc. \_\_\_\_\_\_\_\_\_\_

Conventions/Trade Shows\_\_\_\_\_\_\_\_\_\_

Delivery/Freight\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dry Cleaning/Laundry\_\_\_\_\_\_\_\_\_\_

Dues/fees/memberships\_\_\_\_\_\_\_\_\_\_

Equipment Rental\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education/Seminars\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee benefit programs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Franchise Fees\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gifts (you can only claim $25 per person per year, unless item is considered advertising) \_\_\_\_\_\_\_\_\_\_\_\_

Guaranteed payments to partners \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance (do NOT include life or medical) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interest paid for business loans/credit cards\_\_\_\_\_\_\_\_\_\_

Internet\_\_\_\_\_\_\_\_\_\_

Janitorial and Cleaning \_\_\_\_\_\_\_\_\_\_\_\_

Legal and professional fees\_\_\_\_\_\_\_\_\_

Licenses/Permits\_\_\_\_\_\_\_\_\_\_

Meals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office equipment\_\_\_\_\_\_\_\_\_\_ Office furniture\_\_\_\_\_\_\_\_\_\_ Office supplies, postage\_\_\_\_\_\_\_\_\_\_

Office in home – based on the square footage of your home that is used regularly and exclusively for business. (See separate worksheet)

Office Rent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payroll Taxes\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payroll Processing Fees\_\_\_\_\_\_\_\_\_\_\_\_

Printing\_\_\_\_\_\_\_\_\_\_

Publications, journals, books, magazines\_\_\_\_\_\_\_\_\_\_

Rent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repairs and Maintenance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Retirement Plan Contributions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sales Taxes Paid\_\_\_\_\_\_\_\_\_\_\_\_\_

Security\_\_\_\_\_\_\_\_\_\_

Storage\_\_\_\_\_\_\_\_\_\_

Supplies\_\_\_\_\_\_\_\_\_\_

Telephone (land line, fax line, etc) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tools and Equipment (See separate worksheet).

Trade Shows \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel out of town: Airfare/Transportation\_\_\_\_\_\_\_\_\_\_ Lodging\_\_\_\_\_\_\_\_\_\_ Rental Car/Taxi/Super shuttle\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Uniforms, shoes, safety gear\_\_\_\_\_\_\_\_\_\_

Utilities (*PLEASE do NOT include home utilities for your home office*):

Electric\_\_\_\_\_\_\_\_\_\_\_\_\_ Water/Sewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Natural Gas\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trash Service\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAD fees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wages and payroll expenses (please provide copies of all W-2, W-3, Form 941, 940, and AZ payroll returns filed for the year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses not shown above - based on your industry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expenses are accepted by the IRS if they are ordinary, necessary and reasonable. Proof of a paid expense includes the actual receipt, credit card statement and bank statement. Please keep all original receipts or scan and keep an electronic copy.

Please note: If you have meal expenses, you must keep the receipt as well as document the name and business purpose for the meal.