

Business Worksheet – Tax Year 2024

Name of Business / DBA / LLC / CORP: _____

Business Address: Street: _____

City: _____ State: _____ Zip: _____

Employer Identification Number (EIN): _____

Principal Business Type or Profession: _____

Business Operated by: Taxpayer Spouse Both

Tax Entity Type: C Corp S Corp LLC Single LLP

Any payments over \$600 to Subcontractors which require you to file Form 1099? YES NO

If YES, did you or will you file all required forms 1099/1096? YES NO

BUSINESS INCOME (without sales tax): \$ _____

OTHER INCOME (fuel refunds, etc.): \$ _____

COST of GOODS SOLD (items resold or cost of materials used in your service/product): \$ _____

EXPENSES:

\$ AMOUNT (Yearly)

Advertising (websites, ads, promotional items)	
Commissions	
Subcontract / Independent Labor	
Employee Benefits (Pension match, life insurance)	
Employee Health Insurance	
Self Employed Health Insurance (for OWNER only)	
Business Insurance	
Liability Insurance	
Workers Compensation Insurance	
Mortgage Interest (Business only – NOT your home)	
Business Loans and Credit Card Interest	
Legal and Professional Fees	
Office Supplies (paper, software, pens, stamps)	
General Supplies (equipment, misc. items)	
Machine and Equipment Rental	
Property / Office Rental	
Repair and Maintenance on Building, Land	

EXPENSES: *continued...***\$ AMOUNT (Yearly)**

Repair and Maintenance on Equipment	
Business Property Tax	
Excise or Highway Tax	
Licenses, Permits, and Fees (DBA fees, permits)	
Travel (hotel, airfare, rental car)	
Client Business Meals (NOT personal entertainment)	
Employee Meals / Staff Parties	
Utilities (propane, electric, heat/oil, village water)	
GROSS Wages – Employee (please submit W-3 and Year End payroll summary for taxes)	

OTHER EXPENSES:**\$ AMOUNT (Yearly)**

Bank/Credit Card Fees and Service Charges	
Business Gifts (items purchased for customers - \$25 limit / per gift)	
Dues and Subscriptions (magazines, memberships, online, QuickBooks)	
Internet	
Computer Services	
Parking and Tolls	
Shipping and Freight Charges	
Continuing Education	
Telephone / Cell Phone Service	
Security	
Small Tools	
Uniforms / Laundry Service	
Waste Removal	
Other (Please list any additional specific item(s) below)	

FIXED ASSETS:

List any purchases of furniture or equipment over \$3,000. (*Submit sale invoices for large purchases over \$3,000 only.*)

Description (Model, Year, Type)	Price	Date Purchased

List any assets that you sold, traded, or disposed of this tax year:

Description (Model, Year, Type)	Selling Price, Trade Value, or Disposal	Date Disposed, Sold, or Traded

OFFICE IN HOME: *This applies only to fully dedicated office space.*

Total square footage of finished living space (not attic or unfinished basement)	
Square Footage dedicated for business use only	
Expenses: DO NOT include or duplicate amounts from the above business expenses.	
Mortgage Interest only (not entire payment) or Rent payment	
Real Estate Taxes (school, county/town/village)	
Homeowners / Renters Insurance	
Repairs and Maintenance	
Utilities	
Water & Sewer	

Other Tax / Additional Business Information:

AUTO / TRUCK EXPENSES: *Complete Business Vehicle Worksheet* (check box)