



Business Worksheet – Tax Year 2025

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

GROSS SALES (business sales/receipts before processing fees & without sales tax): \$ _____

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

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

- Profit and Loss/Financials will be provided by:
- Business Worksheet
(Complete this worksheet)
 - QuickBooks / Accounting Reports
(Fully Reconciled – only page 1 of this worksheet is required.)
 - QuickBooks Online Access
(Fully Reconciled – only page 1 of this worksheet is required.)

Did you or your business move to a different state during the 2024 tax year? YES NO

Which states does your business earn revenue in? _____

Submission of Income and Expenses

I agree that the amounts provided in my Business Worksheet or other accepted submissions are the final financial records that will be used to prepare my tax return.

Submission of self-made spreadsheets will NOT be used and TAI will not compare numbers on personal forms. The financials provided are not estimates and are a FINAL reflection of my Profit and Loss records.

I have read and agree to the terms above.

I AGREE

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

Advertising - (websites, ads, promotional items)	
Commissions	
Subcontract / Independent Labor	
Employee Benefits - (Pension match)	
Employee Health Insurance	
Self Employed Health Insurance - (for OWNER only)	
Business Insurance - (Does NOT include personal use auto & vehicles)	
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	
Repair and Maintenance on Equipment - (NOT on personal auto & vehicles)	
Business Property Tax - (Do NOT include residential)	
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 - (ONLY for 100% dedicated business space use. Not shared with residence.)	
GROSS Wages – Employee (please submit W-3 and Year End payroll summary for taxes)	
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	

OFFICE IN HOME:

This applies only to a fully dedicated office space. Do not include already listed BUSINESS EXPENSES.

Total square footage of finished living space (not attic or unfinished basement)	
Square Footage dedicated for business use only	
Office In Home 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 and Truck Expense Worksheet	VEHICLE 1	VEHICLE 2	VEHICLE 3	VEHICLE 4
Make and Model				
Year of Vehicle				
Date Purchased or Acquired				
Date placed in business service				
Type of Vehicle (<i>Auto or Truck</i>)				
Total Miles Driven (<i>Sum equals 3 lines below</i>)				
Business Miles				
Commuting Miles				
Personal Miles				
Did you have another vehicle for personal use?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Is the vehicle used primarily by owner or related person?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Do you have written evidence of business use claimed (<i>i.e. mileage log, report</i>)?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Is the vehicle leased?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Actual Expenses (If using this method, typical of heavy or costly vehicles):				
Cost of Vehicle (<i>including special installed equipment - i.e. Toolbox, Plow</i>)				
Gasoline				
Oil, Maintenance and Repairs				
Insurance				
Registration and License				
Lease Payments				
Interest ONLY portion of Vehicle loan payments (<i>NOT full monthly payment</i>)				
Did you sell or trade in a previously used business vehicle?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
*If YES, please include the dealer invoice or other documentation.				