

Summary of Business Income & Expenses

If you started your business in this tax year, please answer the following:

Date business began:

Business or Profession:

Business name:

Business address, if not working from home:

Method of accounting, if known:

Did you pay any single partnership or individual more than \$600 for services?

Yes

No

If yes, do you need BB Tax & Accounting to issue 1099(s) to the payee(s)?

Yes

No

Gross income received:

Refunds given and/or returns:

Advertising:

Insurance:

Interest paid:

Legal & professional fees:

Office expenses:

Rent paid for property:

Rent paid for equipment and/or machinery:

Repairs & Maintenance:

Supplies:

Taxes & licenses:

Travel costs:

Business meals:

Other expenses:

Business miles:

Total miles driven for year:

Total automobile costs for year (optional):

Gas:

Oil:

Insurance:

Tires:

Maintenance:

Lease payments:

Interest on purchase financing:

Other vehicle costs:

If you sell goods, please answer questions below:

Value of beginning inventory:

Cost of materials purchases:

Cost of labor paid for construction/creation of goods:

Other costs related to construction/creation of goods:

Value of ending inventory:

If you purchased business assets costing more than \$2,500 each, please provide purchase date, cost,

and description: _____