

BUSINESS NAME: _____ **2012** **EIN:** _____

Business Address: _____ **Description of Business** _____

| REVENUES | | EXPENSES | |
|-------------------------|--|--------------------------|---------------------------|
| Sales - No Form 1099 \$ | | Advertising \$ | Miscellaneous \$ |
| Sales - On Form 1099 \$ | | B&O Taxes \$ | Equipment Rents \$ |
| Total Sales \$ | | Bank Service Charges \$ | Office Rent \$ |
| Returns/Allowances \$ | | Commissions/Fees \$ | Rent/Lease - Other \$ |
| Other Income \$ | | Contract Labor \$ | Repairs & Maintenance \$ |
| Total Income \$ | | Dues & Subscriptions \$ | Supplies \$ |
| Beginning Inventory \$ | | Education & Training \$ | Business Travel \$ |
| Purchases \$ | | Employee Benefits \$ | Telephone / Cell Phone \$ |
| Personal Use \$ | | Business Insurance \$ | Wages \$ |
| Ending Inventory \$ | | Legal & Professional \$ | Payroll Taxes \$ |
| | | Meals & Entertainment \$ | Other Taxes \$ |
| | | Office Expenses \$ | Tax Preparation \$ |
| | | Interest Expense \$ | Utilities \$ |
| | | Licenses \$ | Internet / E Mail \$ |
| | | S/E Medical Insurance \$ | Other \$ |
| | | Other \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |

EQUIPMENT PURCHASES

| Description of Equipment | Cost or Other Basis | % Use In This Activity | Date Placed In Service |
|--------------------------|---------------------|------------------------|------------------------|
| | \$ | % | / / 12 |
| | \$ | % | / / 12 |
| | \$ | % | / / 12 |
| | \$ | % | / / 12 |
| | \$ | % | / / 12 |

BUSINESS USE OF VEHICLE

| | | | |
|-------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------|
| Vehicle Description | | Evidence to support business use? IRS requires mileage log. <input type="checkbox"/> Yes <input type="checkbox"/> No | Auto Insurance \$ |
| In Service Date: / / | <input type="checkbox"/> Own <input type="checkbox"/> Lease | Vehicle Available after hours? <input type="checkbox"/> Yes <input type="checkbox"/> No | Auto Excise Tax \$ |
| Total Miles Driven | | Used by > 5% owner or relative? <input type="checkbox"/> Yes <input type="checkbox"/> No | Gas, Oil, Tires \$ |
| Business Miles 1/1 thru 6/30 | @ \$.51 | Another vehicle available for use? <input type="checkbox"/> Yes <input type="checkbox"/> No | Repairs & Maintenance \$ |
| Business Miles 7/1 thru 12/31 | @ \$.555 | | Lease Pymts / Interest \$ \$ |

BUSINESS USE OF HOME

| | | |
|----------------------------------------------------------------------|-----------------------------|------------------|
| Date Into Service as Home Office / / | Mortgage Interest / Rent \$ | Electric \$ |
| Total SF SF Biz Use % | Real Estate Taxes \$ | Water / Sewer \$ |
| Total Home Basis: \$ Land Basis: \$ | Insurance \$ | Garbage \$ |
| Is Area Used Solely and Exclusively In this Activity? YES () NO () | Repairs & Maintenance \$ | other \$ |

IN GENERAL A TAX DEDUCTIBLE EXPENSE IS ONE THAT IS ORDINARY, NECESSARY AND REASONABLE TO THE BUSINESS.

WERE YOU REQUIRED TO FILE FORMS 1099 FOR THE TAX YEAR ENDING 12-31-12? () YES () NO. IF YES DID YOU FILE FORMS 1099? () YES () NO

X

I certify the above information is complete and correct. 01/31/13