

Your Phone Number: _____ Federal ID#: _____

Business Name: _____

Business Address: _____ City: _____ State: _____ ZIP: _____

Note: All legal firms will need a 1099 for fees over \$600. Please get all 1099 and W-2 info to us as soon as possible in January 2025. If you paid an individual \$600 or more for services, you need to issue that individual a 1099 in order to claim the exemption. *See Page 2

BUSINESS INCOME & EXPENSES

INCOME:

Gross Receipts on Sales: _____
 Less returns & allowances: _____

NET GROSS SALES: _____
 Other Business Income: (List) _____

COST OF GOODS SOLD:

Inventory 12/31/23: _____
 Plus purchases _____
 Subtotal _____
 Less: Returns: _____
 Personal use items : _____
 Other costs (list): _____

 Inventory 12/31/24: _____

Self-Employed Health Insurance Premiums: _____

Note: Did you or do you want to contribute to a retirement plan?

OPERATING EXPENSES

Advertising: _____
 Bad debt form sales or service: _____
 Auto / truck expenses: _____
 Gas / oil _____
 Repairs _____
 License _____
 Insurance _____

Business miles driven: _____

Note: See page 2 for vehicle worksheet

Commissions paid _____
 Dues & publications _____
 Freight / trucking _____
 Insurance: _____
 Liability _____
 Employee health _____
 Property _____
 Workmen's compensation _____
 Other business insurance _____

Interest paid to banks _____
 Interest paid to individuals _____

Name: _____ SS# _____

Laundry & cleaning _____
 Legal & professional fees _____
 Postage & office supplies _____
 Rent or lease paid: _____
 Building / land _____
 Machinery & equipment _____

Repairs _____
 Supplies _____
 Taxes: _____
 Real estate _____
 Personal property _____
 State sales tax (If in income) _____
 Travel _____
 Uniforms _____

Meals & entertainment _____
 Utilities: _____
 Telephone _____
 Electric _____
 Gas / oil _____
 Water / sewer _____
 Trash _____
 Payroll _____
 Payroll taxes: _____
 Fica / Medicare _____
 FUTA _____
 IDES _____

Wages paid to dependents under age 17 (List): _____

Other expenses (list): _____

SALE OF BUSINESS PROPERTY & EQUIPMENT

<u>Description</u>	<u>Date Sold</u>	<u>Amount Recvd</u>	<u>Date Purchased</u>	<u>Amount Paid</u>

CAPITAL IMPROVEMENTS AND ADDITIONS TO PROPERTY AND EQUIPMENT

<u>Description</u>	<u>Date Purchased</u>	<u>Total Cost</u>	<u>Cash Paid</u>	<u>Item Traded</u>

*1099 Information: Name, Address, Social Security Number and Amount Paid:

For Rent: _____

For Services: _____

Vehicle Worksheet:	<u>Vehicle #1</u>	<u>Vehicle #2</u>	<u>Vehicle #3</u>	<u>Vehicle #4</u>
Description (e.g. yr/model)	_____	_____	_____	_____
Date Placed in Service	_____	_____	_____	_____
Beginning Odometer Reading:	_____	_____	_____	_____
Ending Odometer Reading:	_____	_____	_____	_____
Total # of Miles:	_____	_____	_____	_____
# of Business Miles:	_____	_____	_____	_____

NOTES OR QUESTIONS YOU HAVE:

Note: There are more choices than ever with retirement planning - Bring in your questions or information to discuss this issue.