

BUSINESS INCOME & EXPENSE

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|--|-----------|--|--|
| Your Name: | | Product or Service: | |
| Business Name: | | Federal I.D. Number (EIN): | |
| Business Phone: () - | | Accounting Method: Cash <input type="checkbox"/> Accrual <input type="checkbox"/> | |
| Business Address: | | | |
| INCOME | | COST OF GOODS SOLD (if applicable) | |
| Income reported to you on Form 1099 | | Beginning of year inventory | |
| Income NOT reported on Form 1099 | | End of year inventory | |
| Interest | | New Inventory purchased | |
| Dividends | | Inventory used for personal purposes | |
| Other | | Cost of labor | |
| Total Gross Income | \$ | Materials & Supplies | |
| BUSINESS EXPENSES | | | |
| | | INSURANCE PREMIUMS | |
| Advertising | | Business Property | |
| Bad Debts (only if reported in income above) | | Liability | |
| Bank & Credit/Debit Card Fees | | Other | |
| Charitable Contributions (To Schedule A) | | Health Insurance (for you and your family) | |
| Dues & Publications | | MEALS, TRAVEL & ENTERTAINMENT | |
| Employee Benefits | | Business Related Meals (Total) | |
| Fees & Commissions | | Lodging | |
| Gifts & Promotion | | Airfare | |
| Interest Expense (for business purchases) | | Car Rental | |
| Laundry & Cleaning | | Ferry/Tolls/Parking | |
| Legal & Professional | | Other | |
| Licenses | | BUSINESS & PAYROLL TAXES PAID | |
| Pension & Profit Sharing Contributions | | Dept of Revenue (B&O) | |
| Postage & Shipping | | Employment Security | |
| Rent - Equipment | | Labor & Industries (L&I) | |
| Rent - Office | | Matching Social Security & Medicare | |
| Repairs & Maintenance | | Real Estate Tax (on business property) | |
| Supplies - Office | | Other Taxes | |
| Supplies - Other | | UTILITIES ON BUSINESS PROPERTY | |
| Telephone | | Electricity | |
| Wages (paid to employees) | | Garbage | |
| | | Internet/Cable/DSL | |
| | | Natural Gas/Propane | |
| | | Water | |
| | | Other | |

If you used your vehicle in your business for purposes other than commuting to and from work please download and complete the "Vehicle Information Worksheet" from our website:

www.panfili-financial.com