



BUSINESS PROFIT & LOSS WORKSHEET

BUSINESS NAME: _____

TAX YEAR: _____

Did you participate "actively" this year?		Supplies	
Did you participate "materially" this year?		Taxes: Business Property	
		Taxes: Real Estate	
Annual Business Revenue		Telephone - Cell Phone	
		Percentage used for Business (%)	
Advertising		Telephone - 2nd Land line Only	
Accounting (Tax Preparation)		Telephone - fax or long distance calls	
Bank Charges (Business Account)		Website Maintenance/Hosting	
Bookkeeping		Tools	
Business Credit Card Annual Fee		Travel :	
Business Auto:		Lodging	
See vehicle mileage worksheet at		Meals / Entertainment	
www.austinareatax.com/resources		Transportation	
Cleaning / Janitorial		Wages: Attach Forms W-2	
Commissions Paid / Referral Fees		Officer / Shareholder	
Computer Services / Supplies		Officer / Non-Shareholder	
Contract Labor - 1099-MISC Copies		Other Wages	
Delivery / Freight		Payroll Taxes	
Dues & Subscriptions		FICA / Medicare	
Education - Continuing Education		Federal Unemployment	
Education - Conventions & Seminars		State Unemployment	
Gifts (\$25 Maximum per person per year)		Uniforms	
Interest Expense (Credit Card or Loan)		Office (Not Home Office)	
Insurance - Business Only		Electricity & Natural Gas	
Insurance - Workman's Comp.		Garbage Service	
Insurance - Health (if Self-Employed)		Office Internet	
Licenses		Water	
Meals / Entertainment @ 100%		Insurance	
Office Expense			
Outside Services		Home Office Only:	
Permits & Fees		See home office worksheet at	
Postage		www.austinareatax.com/resources	
Printing & Reproduction			
Professional Services/Legal Fees		Equipment Purchased This Year >\$2,500	
Rent, Equipment		Item	Date Placed in Service
Rent, Office & Storage			Cost
Repairs			
Security			
		Equipment Sold This Year:	
		Item	Date Sold
			Sale Price