



### BUSINESS PROFIT & LOSS WORKSHEET

BUSINESS NAME: \_\_\_\_\_

TAX YEAR: \_\_\_\_\_

NOTE: Provide expense items by category. Please do not duplicate expenses across worksheets or documents.

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