


**Gardner's Tax Service**  
**Service Business Income and Expenses**

**GENERAL INFORMATION**

- 1 Check ownership .....  Taxpayer     Spouse     Joint
- 2 Business name ..... \_\_\_\_\_
- 3 Business address..... \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 4 Principal business/profession .... \_\_\_\_\_
- 5 Employer ID number ..... \_\_\_\_\_

**INCOME**

	<b>YTD amounts</b>
6 Gross receipts or sales .....	<input type="text"/>
7 Returns and allowances.....	<input type="text"/>

**EXPENSES**

	<b>YTD amounts</b>	<b>YTD amounts</b>
<b>8 Advertising</b>	Business cards	Phonebook
	Website	Promotional materials
	T-shirts	others:

**9 Car and Truck expenses**

Year, Make, and Model of vehicle .... \_\_\_\_\_

Total Miles for the year .....	<input type="text"/>
Total Miles used for Business.....	<input type="text"/>

Vehicle insurance	Repairs & Maintenance
Gas & Oil	Parking, Tolls, local transport
DMV registration & fees	Lease & rental

10 Commissions and fees .....	<input type="text"/>
11 Contract labor .....	<input type="text"/>
12 Employee wages .....	<input type="text"/>
13 Employee benefit programs .....	<input type="text"/>
14 Insurance (other than health) .....	<input type="text"/>
15 Self-employed health insurance attributable to this business .....	<input type="text"/>

**16 Interest**

Mortgage (paid to banks, etc.)	Other (credit card, etc.)
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## EXPENSES *continued*

	YTD amount
17 Legal and professional services .....	
18 Office expenses .....	
19 Repairs and maintenance .....	
20 Supplies .....	
21 Taxes and licenses .....	
22 Travel .....	
23 Meals .....	
24 Entertainment .....	
25 Cell Phone .....	
26 Internet .....	
27 Equipment or other rentals (this can include office rental).....	
28 Utilities (telephone, electricity, gas, etc.).....	
29 Other expenses	

Item	YTD amount

Item	YTD amount

Item	YTD amount

## ASSETS

**Item 1**  
 Item description \_\_\_\_\_  
 Date purchased \_\_\_\_\_  
 Cost or basis \_\_\_\_\_

**Item 3**  
 Item description \_\_\_\_\_  
 Date purchased \_\_\_\_\_  
 Cost or basis \_\_\_\_\_

**Item 2**  
 Item description \_\_\_\_\_  
 Date purchased \_\_\_\_\_  
 Cost or basis \_\_\_\_\_

**Item 4**  
 Item description \_\_\_\_\_  
 Date purchased \_\_\_\_\_  
 Cost or basis \_\_\_\_\_