

Income and Expense Worksheet

Gross Income		Deductions	
1 Gross receipts or sales		1 Accounting	
2 Less returns and allowances		2 Advertising	
3 Net sales		3 Automobile expense or Mileage	
		4 Bad debts	
		5 Bank charges	
Cost of Goods Sold		6 Cleaning	
1 Beginning inventory		7 Commissions	
2 Purchases		8 Credit and collection	
3 Cost of labor		9 Delivery and freight	
8 Cost of goods sold		10 Dues and subscriptions	
9 Gross profit		11 Equipment rent	
		12 Gifts	
		13 Insurance	
		14 Interest (not investment)	
		15 Janitorial	
		16 Laundry and cleaning	
		17 Legal and professional	
		18 Meals & Entertainment	
		19 Miscellaneous	
		20 Office expense	
		21 Outside services & Contract Labor	
		22 Parking fees and tolls	
		23 Permits and fees	
		24 Postage	
		25 Printing	
		26 Rents	
		27 Repairs and maintenance	
		28 Salaries ' officer/shareholders	
		29 Salaries ' other officers	
		30 Salaries and wages ' others	
		31 Security	
		32 Supplies	
		33 Taxes and licenses:	
		a State income or franchise taxes	
		b Property taxes	
		c Payroll taxes	
		d Less credits	
		e Other taxes	
		f Licenses	
		34 Telephone	
		35 Tools	
		36 Training & Cont Ed	
		37 Business Travel	
		38 Uniforms	
		39 Utilities	
		40 Other deductions (itemize):	

I verify that I have retained receipts and records to substantiate all totals on this worksheet. I understand that if I were to be audited, I can provide all documentation to support all numbers represented on this sheet. I certify that I have not included any personal expenses in these totals.

Signature of Taxpayer

Date