

# Tax Outline: 20\_\_

Revenue	<input style="width: 100%;" type="text"/>
Cost of Sales (See Inventory section on right)	<input style="width: 100%;" type="text"/>
Accounting	<input style="width: 100%;" type="text"/>
Advertising	<input style="width: 100%;" type="text"/>
Bank Charges	<input style="width: 100%;" type="text"/>
Commissions	<input style="width: 100%;" type="text"/>
Delivery and Freight	<input style="width: 100%;" type="text"/>
Dues and Subscriptions	<input style="width: 100%;" type="text"/>
Insurance (not health or life)	<input style="width: 100%;" type="text"/>
Interest	<input style="width: 100%;" type="text"/>
Janitorial	<input style="width: 100%;" type="text"/>
Legal	<input style="width: 100%;" type="text"/>
Miscellaneous (try to minimize)	<input style="width: 100%;" type="text"/>
Office Expenses	<input style="width: 100%;" type="text"/>
Outside Services (Contract Labor)	<input style="width: 100%;" type="text"/>
Parking and Tolls	<input style="width: 100%;" type="text"/>
Payroll Wages	<input style="width: 100%;" type="text"/>
Payroll Taxes	<input style="width: 100%;" type="text"/>
Postage	<input style="width: 100%;" type="text"/>
Printing	<input style="width: 100%;" type="text"/>
Rent	<input style="width: 100%;" type="text"/>
Repairs	<input style="width: 100%;" type="text"/>
Security	<input style="width: 100%;" type="text"/>
Supplies	<input style="width: 100%;" type="text"/>
Taxes (not payroll)	<input style="width: 100%;" type="text"/>
Telephone	<input style="width: 100%;" type="text"/>
Tools	<input style="width: 100%;" type="text"/>
Travel	<input style="width: 100%;" type="text"/>
Meals	<input style="width: 100%;" type="text"/>
Uniforms	<input style="width: 100%;" type="text"/>
Total Expenses	<input style="width: 100%;" type="text"/>

Business Name: \_\_\_\_\_

Owner Name \_\_\_\_\_

Business Activity \_\_\_\_\_

Date Business Began \_\_\_\_\_

Did you file all 1099's as required? \_\_\_\_\_

Business Cash Balance on 12/31? \_\_\_\_\_

**Only if you have inventory**

**Inventory - Items you buy and resell**

Jan 1 on hand	<input style="width: 90%;" type="text"/>
plus Purchases	<input style="width: 90%;" type="text"/>
less Personal Use	<input style="width: 90%;" type="text"/>
less Dec 31 on hand	<input style="width: 90%;" type="text"/>
= Cost of Sales	<input style="width: 90%;" type="text"/>

# of Business Miles	<input style="width: 100%;" type="text"/>	--only report non commuting miles
Total Miles	<input style="width: 100%;" type="text"/>	-- we must have this

Purchases of amounts \$500 or more (do not include above), provide month, description, year

<u>What</u>	<u>When</u>	<u>Cost</u>	<u>Percentage of Business Use</u>
1. ex. Computer	7/1/2016	\$745	75%
2.			
3.			
4.			
5.			

**YOU MUST BE ABLE TO SUBSTANTIATE/PROVE YOUR ITEMS ABOVE WITH RECEIPTS, MILEAGE LOG, ETC...**