

# BUSINESS INCOME AND EXPENSE WORKSHEET FOR 2020

Were you unable to perform serves as a Self Employed Individual because of certain Corona virus related care you required (FORM 7202)?

NAME \_\_\_\_\_ S.S.N. \_\_\_\_\_

BUSINESS NAME AND ADDRESS \_\_\_\_\_ E.I.N. \_\_\_\_\_

MAIN BUSINESS ACTIVITY \_\_\_\_\_ PRODUCT OR SERVICE \_\_\_\_\_

## INCOME

Total

|  |  |
|--|--|
| Gross sales  |  |
| Sales tax collected. Is it included in gross sales?    Yes or No |  |
| Returned and allowances  |  |
| Income from Form 1099  |  |
| Other income not reported above                                  |  |
| Total Sales  |  |

## COST OF GOODS SOLD

|                                  |  |
|----------------------------------|--|
| Purchases                        |  |
| Cost of labor (manufacturing)    |  |
| Materials and supplies           |  |
| Personal use items (actual cost) |  |
| Inventory at end of year         |  |
|                                  |  |
|                                  |  |

### SALES OF EQUIPMENT AND PROPERTY HELD FOR BUSINESS USE

| Item sold | Date | Selling price | Expenses | Date acquired | Cost |
|-----------|------|---------------|----------|---------------|------|
|           |      |               |          |               |      |
|           |      |               |          |               |      |

### PURCHASE OF EQUIPMENT AND PROPERTY HELD FOR BUSINESS USE

| Item purchased | Date | Cost (including sales tax) | New/used | Item traded |
|----------------|------|----------------------------|----------|-------------|
|                |      |                            |          |             |
|                |      |                            |          |             |
|                |      |                            |          |             |

Questions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECEIPTS AVAILABLE UPON REQUEST

### BUSINESS EXPENSES

| ITEM   | AMOUNT |
|--|--------|
| ADVERTISING AND PROMOTION  |        |
| BANK SERVICE CHARGES/OVERDRAFTS                                      |        |
| BUSINESS RETIREMENT PLAN CONTRIBUTIONS                               |        |
| BUSINESS GIFTS   |        |
| CELL PHONE EXPENSES  |        |
| COMMISSIONS PAID (IF OVER \$600 TO INDIVIDUAL GIVE NAME AND ADDRESS) |        |
| COMPUTER SUPPLIES  |        |
| DELIVERY AND FREIGHT   |        |
| DUES AND PUBLICATIONS  |        |
| EDUCATION AND SEMINARS   |        |
| EMPLOYEE BENEFITS  |        |
| EMPLOYEE DEVELOPMENT   |        |
| INSURANCE (NOT AUTO; WORKMAN'S COMP/DISABILITY/LIABILITY)            |        |
| INTEREST ON BUSINESS LOANS AND CREDIT CARDS                          |        |
| INTERNET EXPENSES  |        |
| LAUNDRY AND CLEANING   |        |
| LEGAL AND PROFESSIONAL FEES  |        |
| LICENSES & PERMITS   |        |
| MEALS <b>**HIGH AUDIT AREA** DETAIL DOCUMENTATION REQUIRED</b>       |        |
| MERCHANT SERVICE FEES  |        |
| OFFICE SUPPLIES  |        |
| POSTAGE  |        |
| RENT - BUILDING  |        |
| RENT/LEASE EQUIPMENT   |        |
| REPAIRS AND MAINTENANCE (NOT AUTO)                                   |        |
| SECURITY   |        |
| SHOP UTILITIES (ELECTRICAL, HEAT, WATER)                             |        |
| SMALL TOOLS AND EQUIPMENT  |        |
| SUBCONTRACTING   |        |
| SUPPLIES   |        |
| TAXES—REAL ESTATE (BUSINESS)   |        |
| TELEPHONE  |        |
| TRAVEL <b>**HIGH AUDIT AREA** DETAIL DOCUMENTATION REQUIRED</b>      |        |
| UNIFORMS AND WORK SHOES  |        |
| WAGES—GROSS (COPY W-3, FORMS 940, 941 AND NYS-45)                    |        |
| OTHER EXPENSES (LIST)  |        |
| OFFICE AT HOME EXPENSES  |        |
| a) UTILITIES (ELECTRICAL, HEAT, WATER)                               |        |
| b) HOUSE INSURANCE   |        |
| c) HOME IMPROVEMENTS   |        |
|  |        |

### CAR & TRUCK EXPENSES

MILEAGE LOG AVAILABLE /3<sup>RD</sup> PARTY ODOMETER READING UPON REQUEST

|                                     | VEHICLE # 1 | VEHICLE # 2 | VEHICLE # 3 |
|-------------------------------------|-------------|-------------|-------------|
| YEAR AND MAKE                       |             |             |             |
| DATE PURCHASED                      |             |             |             |
| COST                                |             |             |             |
| TRADE IN ALLOWANCE                  |             |             |             |
| MILEAGE—PERSONAL                    |             |             |             |
| BUSINESS                            |             |             |             |
| TOTAL MILES                         |             |             |             |
| WEIGHT OVER 6,000 POUNDS?           |             |             |             |
| PARKING AND TOLLS                   |             |             |             |
| INTEREST                            |             |             |             |
| LICENSE AND REGISTRATION            |             |             |             |
| GAS, LUBES, WASHING                 |             |             |             |
| REPAIRS, BATTERIES, TIRES, SUPPLIES |             |             |             |
| INSURANCE                           |             |             |             |
| LEASE EXPENSE                       |             |             |             |
| OTHER                               |             |             |             |