

**INCOME**

**LIST ALL OWNERS**

**COST OF GOODS SOLD  
BEGINNING INVENTORY  
PURCHASES  
COST OF LABOR  
MATERIAL & SUPPLIES  
ENDING INVENTORY**

**NAME  
ADDRESS  
  
SOCIAL SECURITY**

**ADVERTISING**

**NAME  
ADDRESS**

**CAR & TRUCK EXPENES (MILEAGE\*)**

**SOCIAL SECURITY**

**COMMISSIONS AND FEES**

**CONTRACT LABOR**

**NAME  
ADDRESS**

**INSURANCE (NOT HEALTH)**

**INTEREST**

**SOCIAL SECURITY**

**LEGAL & PROFESSIONAL FEES**

**OFFICE EXPENSE**

**RENT**

**REPAIRS & MAINTENANCE**

**SUPPLIES (COST OF GOODS SOLD)**

**ENTERTAINMENT \*\*\***

**WAGES PAID TO EMPLOYEES**

**OTHER**

**LICENSE & PERMITS**

**TAXES & LICENSE (PAYROLL TAXES, ETC)**

**TRAVEL**

**MEALS \*\***

**UTILITIES**

**TELEPHONE EXPENSE**

**LIST OF ALL DEPRECIABLE ASSETS - EQUIPMENT, COMPUTERS, ETC.**

**DATE PURCHASED**

**DESCRIPTION**

**ORIGINAL COST**

**IF YOU ARE A CORPORATION I NEED THE ADDITIONAL FIGURES:**

**ACCOUNTS RECEIVABLES**

**OTHER CURRENT ASSETS**

**ACCOUNTS PAYABLES**

**LONG TERM LIABILITIES**

**DISTRIBUTIONS TO SHAREHOLDERS**

**\* MILEAGE ON VEHICLE IS VERY IMPORTANT. E.G. GAS IS NOT 100% DEDUCTIBLE BECAUSE YOU USE THE SAME VEHICLE FOR PERSONAL USE. UNLESS IT IS A DEISEL TRUCK, A TRACTOR, ETC. YOUR FAMILY SEDAN WILL BE EXTREMELY DIFFICL TO PROVE IT IS 100% BUSINESS BECAUSE YOU USE IT ALSO TO SHOP FOR GROCERIES, PERSONAL ENTERTAINMENT, ETC.**

**\*\* SIMPLY "TALKING" TO A PERSPECTIVE CUSTOMER DOES NOT MAKE MEALS DEDUCTIBLE. YOU HAVE TO SHOW (IF YOU ARE AUDITED) WHY THIS MEAL WAS REASONABLE & NECESSARY.**

**\*\*\* SAME AS MEALS.**