

Peter Deng & Associates

CPA For Minority Communities

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CORP Business Tax Information Summary (公司年终报税结帐)

Business Name (公司名称): _____ Year: _____

Contact: _____ Phone: _____

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A. Total Business Income (全年净营业额)

--

B. Cost of Goods Sold/Purchase

Beginning Inventory (年初库存)

	+
--	---

Purchase (全年买货)

	+
--	---

Ending Inventory (年底库存)

	-
--	---

Cost of Goods Sold

	=
--	---

C. Balance Information

Checking Balance 12/31 (年底支票余额)

--

Other Assets (其它资产)

--

Accounts Receivable (年底应收账款)

--

Accounts Payable (年底应付账款)

--

Total Loan Balance (年底贷款余额)

--

Owner's Loan to Business (公司欠股东余额)

--

Distributions to Owners (公司分配钱给股东)

--

D. Equipment, Furniture, Improvement (购买设备,家具,装修)

E. Business Expenses (公司开支)

Amount

	Amount
Compensation of Officers (股东薪金)	\$
Other Salary/Wage Expenses (雇员薪金)	
Repairs & Maintenance (维修保养费)	
Bad Debts (坏帐)	
Rent - Office/Store (店租费)	
Taxes - Payroll (薪金税额)	
Taxes - Property (店财产或其它税)	
Interest Expenses (利息费用)	
Advertising (广告费用)	
Auto Expenses (Mileage) (汽车费/里程)	
Bank Charges (银行服务费)	
Business Gifts (公司礼品费用)	
Business Meals(公司餐饮费用)	
Charitable Contributions (公司捐款)	
Copy & Printing (印刷费)	
Credit Card/Telecheck Fees	
Credit Card Discount Fees(信用卡折扣费)	
Dues & Subscriptions (报刊杂志会员费)	
Equipment Rental (设备租赁费)	

Amount

	Amount
Garbage & Cleaning(垃圾清洁费)	\$
Independent Contractor/Temp Help(临时工)	
Insurance (保险费)	
License & Permit (执照费)	
Office Supplies (办公用品费)	
Postage & Delivery (邮费运货费)	
Professional Fees (会计律师费)	
Security Expenses (保安费)	
Store Supplies (店铺用品费)	
Telephones/Cellular (电话手机费)	
Training & Education (培训教育费)	
Travel & Lodging (出差会议费)	
Utilities (水电煤气费)	
Other Expenses/NOTES:(其它费用)	
TOTAL EXPENDITURE (费用总计)	

I, the undersigned, understand that tax laws require me to keep records & retain all receipts, cancelled checks, and other evidence to prove income and deductions claimed. I will be responsible for the accuracy of the above information.

Signature & Date _____

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