

Peter Deng & Associates

CPA For Minority Communities

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Business Income/Expenses Worksheet (For Sole Proprietorship or Home Based Business)

Business Name: _____ **Type:** _____ **Year:** _____

Contact: _____ **Phone:** _____

Formformat\toclient\homeoffice.xls

A. Total Business Income (1099-Misc. etc.)

Cost of Goods Sold/Purchase

B. Expense (For Business Only)

Advertising	
Auto Expenses (use mileage below)	
Commissions & Fees	
Contract Labor	
Insurance	
Interest Expenses	
Professional Fees	
Office Supplies	
Auto/Equipment Rental	
Office Rent	
Repairs & Maintenance	
Office/Store Supplies	
Licenses & Permits	
Travel & Lodging	
Business Meals	
Utilities (Water, gas, electricity)	
Wage Paid (Gross)	
Payroll Taxes (Employer Portion)	
Professional Development	

Copy, Printing, & Postage	
Bank Charges	
Credit Card Discount Fees	
Garbage & Cleaning	
Telephones	
Internet Services	
Meeting/Convention	
Membership Fees	
Parking	
Other Expenses:	
Business Furniture & Equipment	
TOTAL EXPENSITURE	

C. Business Mileage Deductions

Total Mileage for the year	
Total Mileage for Business	

For Commuting	
For Other	

D. Home Office Deductions

Total Area of Home (sq.ft.)	
Sq ft for business	
Cost of your house	
Cost of Land	
Home Improvement	
Home insurance	

Repairs	
Gas & Electricity	
Water & Trash	
Security System	
Other Expenses:	

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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"Hire a CPA when you have a business or your tax is complicated"