

**BUSINESS INCOME & EXPENSE**

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

Principle Business or Profession: \_\_\_\_\_ **CODE #** \_\_\_\_\_

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

Employer ID # \_\_\_\_\_

Business Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business is owned by  Taxpayer  Spouse  
 Accounting Method:  Cash  Accrual  
 Inventory Method  Cost  Lower Cost or Market  Other  N/A

Did you materially participate in the business?  Yes  No  
 Check if this is the first year of the business?

<b>INCOME</b>	<b>Amount</b>
Gross receipts or sales	
Returns and allowances	
Other Income	
<b>TOTAL INCOME</b>	

<b>COST OF GOODS SOLD</b>	<b>Amount</b>
Beginning of year inventory	
Purchases	
Cost items used personally	
Cost of Labor	
Materials and Supplies	
Other Costs	
End of year inventory	
<b>TOTAL COST GOODS SOLD</b>	

<b>EXPENSES</b>	<b>Amount</b>
Advertising	
Bad Debts (N/A cash benefits)	
Commissions and fees	
Employee Benefits	
Health Insurance	
Other Insurance	
Mortgage Interest	
Other Interest	
Legal and Accounting fees	
Allocation of Tax Prep. fees	
Office Expense	
Pension/Profit Sharing Plans	
Vehicle Rentals	
R & M, vehicles	
Equipment Rental	
R & M, equipment	
Rent, building	
R & M, building	
Supplies (printing, postage, etc)	
Payroll Taxes	

<b>EXPENSES</b>	<b>Amount</b>
Other Taxes	
Licenses	
Travel	
Meals & Entertainment (in full)	
Utilities (incl internet fees)	
Wages	
Management fees	
Consulting Expenses	
Payroll Service	
Employee vehicle expense	
Employee mileage reimb	
Client Gifts (\$25 each limit)	
Education and Seminars	
Bank Fees:	
Other: (Description):	
<b>TOTAL EXPENSES:</b>	

**DEPRECIATION**

**IF THIS IS YOUR FIRST TIME USING TWTS**

Property	Date Acquired	Cost or Other Basis	Depreciation Method	Prior Depreciation

**you will need to provide us with your depreciation summary. YOU CAN OBTAIN THIS FROM YOUR PREVIOUS TAX PREPARER or IF SELF PREPARED YOUR SOFTWARE SHOULD OFFER A REPORT TITLED DEPRECIATION SUMMARY'.**

**BUSINESS USE OF HOME**

Do you use any part of your home regularly and exclusively for business?  
 Estimated percentage of time spend in home office compared to total time spent in this business activity. (e.g., 10%, 20%).....  
 Description of work done in home office:  
 Description of work done outside of work office  
 Total area of home \_\_\_\_\_ sq. feet  
 Total area of home used regularly for business \_\_\_\_\_ sq. feet

	<b>Direct Costs:</b> (benefits only business portion of home)	Indirect Costs: (other)
Home insurance		
Repairs and Maintenance		
Utilities		
Rent		
Other (describe):		
<b>TOTAL - Business Use of Home Exp.</b>		

**OTHER EXPENSES (not covered above):**

Explanation:	Amount:

\*Please note: Mileage rate for 2020 is \$0.575.