



**Business or Professional Expenses  
Profit & Loss Worksheet**

Name of Business: _____	Gross Income (provide any 1099's) _____	\$ _____
Address: _____	Principal Business Activity: _____	
City _____ State _____ Zip _____	Product or Service: _____	

**Costs of Goods Sold**

Beginning Inventory	\$ _____	Materials & Supplies	\$ _____
Purchases	\$ _____	Other Costs	\$ _____
Labor	\$ _____	Ending Inventory	\$ _____

**Expenses**

Accounting	\$ _____	Office Supplies	\$ _____
Advertising	\$ _____	Parking & Tolls	\$ _____
Bank Charges	\$ _____	Postage	\$ _____
Collection Expenses	\$ _____	Rent – Business Property	\$ _____
Commissions		Rent – Vehicle/Mach./Equipment	\$ _____
Dues & Publications	\$ _____	Repairs	\$ _____
Education Expense	\$ _____	Security & Safety	\$ _____
Equipment Rental	\$ _____	Storage	\$ _____
Insurance Liability	\$ _____	Supplies	\$ _____
Interest Expenses	\$ _____	Tax – Sales	\$ _____
Internet/DSL	\$ _____	Telephone	\$ _____
Janitorial Services	\$ _____	Tools	\$ _____
Laundry/Cleaning	\$ _____	Uniforms	\$ _____
Legal/Professional Fees	\$ _____	Utilities	\$ _____
Licenses & Permits	\$ _____	Website	\$ _____
Meals & Entertainment	\$ _____	Other:	\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____

Depreciable Items: Such as Equipment, Furniture, Computer, etc. Provide list with cost and date purchased.

\*If it cost more then \$2,500

Item: _____	Date: _____	Item: _____	Date: _____
Item: _____	Date: _____	Item: _____	Date: _____
Item: _____	Date: _____	Item: _____	Date: _____

**Business Use of Home**

Total Area of Home	Sq/Ft	Rent Paid for Year	\$ _____
Area Used Exclusively for Business	Sq/Ft	Repairs & Maintenance	\$ _____
Improvement to Home Office	\$ _____	Utilities	\$ _____
Insurance – Homeowners/Renters	\$ _____	Other Specify: _____	\$ _____
Mortgage Interest	\$ _____	Other Specify: _____	\$ _____
Real Estate Taxes	\$ _____	Other Specify: _____	\$ _____

**Vehicle Expenses**

Year, Make, & Model of Vehicle:	Total Mileage
Date First Used for Business:	Business Mileage
Type of Vehicle: Car, Van, Truck:	Commuting Mileage
	Personal Mileage