

# Business Expenses and Income - Profit and Loss Statement

|   |               |                                |                |
|---|---------------|--------------------------------|----------------|
| <b>Business Name:</b>   |               | <b>EIN#:</b>                   | <b>Entity:</b> |
| <b>Doing Business As:</b>   |               | <b>Phone:</b>                  | <b>Ext:</b>    |
| <b>Your Name:</b>   | <b>Title:</b> | <b>Email:</b>                  |                |
| <b>Product Service:</b>   |               | <b>Address:</b>                |                |
| <b>Business Start or Acquired Date:</b>   |               | <b>City/ST/Zip:</b>            |                |
| <b>Above Information Required. (A P&amp;L is required, you may opt to provide your own)</b> |               |                                |                |
| <b>Business Expenses-Tax Year _____</b>   | <b>TTL</b>    | <b>Business Expenses</b>       | <b>TTL</b>     |
| Advertising   | \$            | Rent                           | \$             |
| Bad Debt (only if included in income)   | \$            | Rent Other Business Property   | \$             |
| Consultations-Professional & Legal  | \$            | Rental Equipment               | \$             |
| Commissions & Fees  | \$            | Security-Monitoring            | \$             |
| Education and Training  | \$            | Office Expenses                | \$             |
| Equipment   | \$            | Office Supplies                | \$             |
| Bankcard Fees   | \$            | Office Cleaning-Janitorial     | \$             |
| Hardware-Tools  | \$            | Maintenance Services           | \$             |
| Insurance (other than health)   | \$            | Waste Removal                  | \$             |
| Interest-Other  | \$            | Other:                         | \$             |
| Internet Website Hosting   Domain   Fees  | \$            | Other:                         | \$             |
| Internet Equipment Rental Fees  | \$            | <b>Telecommunications</b>      | <b>TTL</b>     |
| Internet Sales Tax Fees   | \$            | Phones                         | \$             |
| Identity Theft/Malware/Virus Protection   | \$            | Business Use: _____%           |                |
| Leases-Building   | \$            | <b>Utilities Costs</b>         | <b>TTL</b>     |
| Leases-Equipment  | \$            | Utilities                      | \$             |
| Legal & Professional Services   | \$            | Sq Ft. Office Space: _____     |                |
| Licenses & Taxes  | \$            | Sq Ft. Home: _____             |                |
| Memberships   | \$            | <b>Mileage Rate _____</b>      | <b>TTL</b>     |
| Permits and Fees  | \$            | Total Milage: _____            | \$             |
| Postage-Shipping-Frieght  | \$            | Commute: _____                 | \$             |
| Repairs & Maintenance   | \$            | Business Mileage: _____        | \$             |
| Software  | \$            | Gig Mileage: _____             | \$             |
| Subscriptions   | \$            | Other Expenses:                | \$             |
| <b>Labor</b>  | <b>TTL</b>    | <b>Auto   Travel   Meals</b>   | <b>TTL</b>     |
| Employee Benefit Programs   | \$            | Fuel                           | \$             |
| Payroll Processing Expenses   | \$            | Parking Fees and Tolls         | \$             |
| Retirement Plans  | \$            | Meal Expenses (Business Only)  | \$             |
| Wages-Provide Quarterly & Annual Reports  | \$            | Travel Expenses                | \$             |
| Independent Contractors pd. under \$600   | \$            | Lease-Vehicles-List Separately | \$             |
| Independent Contractors paid \$600+   | \$            | Lease-Machinery                | \$             |
| Non-Employees Filed 1099 <input type="checkbox"/> Y <input type="checkbox"/> N              | \$            | Lease-Equipment                | \$             |
| Other:  | \$            | Interest on Auto Payment       | \$             |
| Other:  | \$            | Other Expenses:                | \$             |

## Business Expenses and Income - Profit and Loss Statement

| Cost of Goods Sold         | TTL | Income                  | TTL |
|----------------------------|-----|-------------------------|-----|
| Inventory Year Beginning   | \$  | Gross Receipts or Sales | \$  |
| Purchases                  | \$  | Returns & Allowances    | \$  |
| Cost of Personal Use Items | \$  | Side Gig Income _____   | \$  |
| Cost of Labor              | \$  | Side Gig Income _____   | \$  |
| Materials & Supplies       | \$  | Side Gig Income _____   | \$  |
| Inventory Year End         | \$  | Side Gig Income _____   | \$  |
| Other Costs                | \$  | Barter Income _____     | \$  |
| Other Costs                | \$  | Other Income _____      | \$  |

Was there a change to the inventory method  **Y**  **N**

Was the business disposed of during the tax year  **Y**  **N**

**Note: It is your responsibility to provide proof of expenses in the event of a random audit.**

Other Expenses / Notes:

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

**Signature:** \_\_\_\_\_