

Business Tax Data Sheet (Use also for Employee Business Expenses)

Business Name:		Name(s) of Owner(s)	Ownership % or Shares
Address:			
Tax ID Number:			
Type of Business:			
Products or Services:			
Business Entity:	Sole Proprietor	C Corporation	S Corporation
		Partnership	LLC
Date Business Formed (mo/day/yr):	/ /	Number of Months in Business This Yr.	

1. Accounting system Used: Cash Accrual Other (explain) _____
2. Inventory Valuation (if any) is based on: Cost Market Other
3. Did you use any part of your home for business? Yes No
4. Did you buy or sell any business assets during the year? Yes No (If yes, list details on asset sheet.)
5. Did you hire any new employees who may qualify for job credits? Yes No

Business Owners: Include copies of your 2003 Profit and Loss Statement, and Balance Sheets for year end and prior year.

INCOME		COST OF GOODS SOLD (If applicable)	
Gross Receipts or Sales		Inventory at Beginning of Year	
Returns & Allowances		Purchases	
Income Reported on Form 1099*		Cost of Labor (related to inventory)	
Commissions*		Materials and Supplies	
Other (Enclose detail)		Other Inventory Costs	
*Do not list 1099's or commissions separately if included in gross receipts.		Inventory Withdrawn for Personal Use	
		Inventory at End of Year	
Cash Bank Balance at Start of Year		Cash Bank Balance at End of Year	
EXPENSES			
Advertising		Wages (not reported above)	
Bad Debts (only if reported as income)		Payroll Taxes	
Bank Charges		Social Security & Medicare	
Business Vehicle Expense (enclose detail)		Unemployment (Fed & State)	
Commissions & Fees Paid		Other Taxes	
Dues and Publications		Real Estate	
Employee Benefit Programs		Personal Property	
Postage & Shipping		Other	
Insurance		Automobile Expenses (written records required)	
Mortgage Interest		Total Miles Driven This Year	
Other Business Interest		Business Miles Driven This Year	
Laundry & Cleaning		Parking and Tolls	
Legal & Professional Fees		Gas, Oil, Maintenance, Washing	
License Fees (business & professional)		Other	
Office Supplies		Travel (Out of Town)	
Pension/Profit-Sharing (Employees)		Transportation	
Rent & Lease (vehicles, equipment)		Lodging	
Rent & Lease (real estate)		Cabs, Rental Cars, Buses	
Repairs & Maintenance		Other	
Supplies (other than office)		Meals & Entertainment (list 100% of expenses)	
Telephone		Meals & Tips	
Personal Health Ins. (sole proprietor)		Entertainment Expenses	
Other		Tickets & Events	
		Gifts	
Owner's draw (if sole proprietor)			
Guaranteed payments to partners or members (if partnership or LLC taxed as partnership – enclose details)			
Dividends paid to stockholders (if corporation – enclose details)			
Other distributions to stockholders, partners or members (enclose details)			

List on Asset Data Sheet all purchases & sales of equipment, furniture, vehicles and leasehold improvements.