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**BUSINESS TAX WORKSHEET**

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Below is a list of common information required to prepare your business income tax return. You may provide Quickbook reports or Excel spreadsheets instead. Please note, not all of the items listed below will pertain to your business.

**Total Income/Sales**

\_\_\_\_\_

Distributions from the business

\_\_\_\_\_

Contributions to the business

\_\_\_\_\_

**Bank Balance**

January 1st

\_\_\_\_\_

December 31st

\_\_\_\_\_

**Please provide the ANNUAL amount paid for:**

***Vehicle***

Mileage

\_\_\_\_\_

Gas

\_\_\_\_\_

Tolls & Parking

\_\_\_\_\_

Car Repairs

\_\_\_\_\_

***Office***

Office Expenses (paper, computers, etc)

\_\_\_\_\_

Postage & Shipping

\_\_\_\_\_

Phone

\_\_\_\_\_

***Insurance***

Insurance (excluding health)

\_\_\_\_\_

Health Insurance

\_\_\_\_\_

Sales Tax Paid (if you collect sales tax)

\_\_\_\_\_

***Buildings & Maintenance***

Rent

\_\_\_\_\_

Utilities (power, heat and water)

\_\_\_\_\_

Repairs

\_\_\_\_\_

***Major Purchases***

Description

\_\_\_\_\_

Date

\_\_\_\_\_

Amount

\_\_\_\_\_

***Professional Fees***

Advertising

\_\_\_\_\_

Legal & Accounting Fees

\_\_\_\_\_

***Travel & Related***

Meals & Entertainment

\_\_\_\_\_

Seminars & Shows

\_\_\_\_\_