

YOUR BUSINESS INCOME AND EXPENSE ORGANIZER

"We Find Deductions Others Miss!"

Business Name:	FID Number
Business Address	Phone
Date Business Started	Type of Business
Products and/or Services	
Inventory Cost: Beginning of Year	End of Year
GROSS INCOME \$	Website, E-mail

EXPENSES

Advertising	Professional Fees	
Bank Service Fees	Promotional Events	
Car and Truck Expenses	Purchases (Items for Resale)	
Charitable Contributions	Referral Fees or Gifts	
Collection Expenses	Rent - Equipment, Furniture	
Commissions	Rent - Office, Building	
Decorating, Art, Plants	Rent - Vehicles	
Dues, Publications, Software	Repairs and Maintenance	
Employee Fringe Benefits	Retirement Plans	
Insurance - Health	Sanitation	
Insurance - Liability	Security	
Insurance - Other	Storage	
Interest - Mortgage	Sub-Contractors	
Interest - Other	Supplies	
Janitorial	Taxes (not Federal Income Tax)	
Lawn Care	Telephone Answering Service	
Legal and Accounting Fees	Telephone and Cellular	
Licenses, Permits, and Other	Tolls and Scale Fees	
Management Fees	Tools and Upkeep	
Materials	Travel (cost)	
Meals and Entertainment	Travel (miles)	
Meetings and Seminars	Travel (out of town), Lodging	
Money You Loaned the Business	" " Meals	
Office Expenses	" " Other	
Office Supplies	Utilities	
Outside Services	Wages	
Payroll Taxes	Water and Sewage	
Postage and Shipping	Web Access and Hosting	
Printing and Reproductions	Work Clothes and Upkeep	
Other:	Other:	

EQUIPMENT PURCHASES	DATE	COST

EMPLOYEES (NAME AND ADDRESS)	SOC SEC NO.	TOTAL WAGES