

SELF EMPLOYED REVENUE and EXPENSE SHEET

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TAXPAYER: _____ TIME PERIOD: _____

TYPE OF BUSINESS: _____

REVENUE

REVENUE FROM CLIENTS

REVENUE REPORTED ON 1099's _____

OTHER INCOME - PLEASE PROVIDE DETAIL: _____

OPERATING EXPENSES

ADVERTISING: BUSINESS CARDS _____

OTHER: _____

OTHER: _____

BAD DEBTS _____

BANK CHARGES _____

BUSINESS ENTERTAINMENT _____

BUSINESS LOAN INTEREST _____

CONTRACT LABOR

NAME & SSN _____

NAME & SSN _____

NAME & SSN _____

INSURANCE

LIABILITY INSURANCE _____

SELF EMPLOYED HEALTH INSURANCE _____

WORKMAN'S COMP. _____

OTHER _____

LEGAL AND PROFESSIONAL FEES

ACCOUNTING and BOOKKEEPING _____

CONSULTING (FINANCIAL or LEGAL) _____

TAX PREPARATION _____

OTHER _____

LICENSES and LICENSING REQUIREMENTS

OCCUPATIONAL LICENSES _____

OTHER: _____

OFFICE EXPENSE

GENERAL SUPPLIES _____

COMPUTER SUPPLIES _____

POSTAGE _____

INTERNET SERVER _____

REFERENCE BOOKS & PUBLICATIONS _____

SOFTWARE _____

OTHER _____

SUPPLIES

BUSINESS TRAVEL EXPENSES (ATTACH DETAIL SHEET)

LODGING _____

AIR FARE _____

CAR RENTAL _____

MEALS _____

EQUIPMENT RENTAL

AUTO MILEAGE and EXPENSE SUMMARY SHEET

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MAIN BUSINESS VEHICLE - VEHICLE 1

DESCRIPTION: _____
 DATE OF PURCHASE OR LEASE: _____
 DATE DISPOSED OR SOLD: _____

LEASE: \$ _____
 PURCHASE \$ _____

TOTAL MILES FOR THE ENTIRE YEAR

ODOMETER READING AT THE END OF THE YEAR
 ODOMETER READING AT THE BEGINNING OF THE YEAR
 TOTAL MILES FOR THE YEAR _____

BUSINESS MILEAGE CALCULATION

	# OF MILES		# OF TRIPS		TOTAL
BANK	_____	X	_____	=	_____
COMPUTER STORE	_____	X	_____	=	_____
HOME SUPPLY STORE	_____	X	_____	=	_____
OFFICE SUPPLY STORE	_____	X	_____	=	_____
WAREHOUSE STORE	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
TOTAL BUSINESS MILES					_____

EXPENSES FOR THE ENTIRE YEAR

GAS/OIL	_____	
REPAIRS	_____	
MAINTENANCE	_____	
INSURANCE	_____	
TAG	_____	
LOAN INTEREST	_____	
AAA OR OTHER AUTO CLUB	_____	
TOLLS	_____	
PARKING	_____	
INSPECTIONS	_____	
TIRES	_____	
CAR RENTAL	_____	
BATTERY	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
TOTAL EXPENSES		_____

AUTO MILEAGE and EXPENSE SUMMARY SHEET

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SECONDARY BUSINESS VEHICLE - VEHICLE 2

DESCRIPTION: _____
 DATE OF PURCHASE OR LEASE: _____
 DATE DISPOSED OR SOLD: _____

LEASE: \$ _____
 PURCHASE \$ _____

TOTAL MILES FOR THE ENTIRE YEAR

ODOMETER READING AT THE END OF THE YEAR
 ODOMETER READING AT THE BEGINNING OF THE YEAR
 TOTAL MILES FOR THE YEAR _____

BUSINESS MILEAGE CALCULATION

	# OF MILES	X	# OF TRIPS	=	TOTAL
BANK	_____	X	_____	=	_____
COMPUTER STORE	_____	X	_____	=	_____
HOME SUPPLY STORE	_____	X	_____	=	_____
OFFICE SUPPLY STORE	_____	X	_____	=	_____
WAREHOUSE STORE	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
			TOTAL BUSINESS MILES		_____

EXPENSES FOR THE ENTIRE YEAR

GAS/OIL	
REPAIRS	
MAINTENANCE	
INSURANCE	
TAG	
LOAN INTEREST	
AAA OR OTHER AUTO CLUB	
TOLLS	
PARKING	
INSPECTIONS	
TIRES	
CAR RENTAL	
BATTERY	

TOTAL EXPENSES	_____

