



Basic Information

Proprietor's Name.....	_____	Year.....	_____
Business Name.....	_____	Federal ID #	_____
Business Address.....	_____	State ID #	_____
Business Activity.....	_____	Accounting Method.....	Cash____ Accrual____
		Do you own inventories?	Yes ____ No ____
		Number of months in operation?	_____

Income (not including sales tax)

Sales or Receipts from	_____
Merchant Card and 3rd Party....	_____
Sales or Receipts from	_____
Non-Merchant Card Networks....	_____
Other Income (Describe):	_____
_____	_____
_____	_____
Sales Returns.....	_____
Total Income	_____

Cost of Goods Sold

Beginning Inventory	_____
Purchases.....	_____
Items Withdrawn For	_____
Personal Use	(_____)
Freight-In	_____
Other Costs (Describe):	_____
_____	_____
_____	_____
End of Year Inventory.....	(_____)
Cost of Goods Sold	_____

Expenses

Advertising	_____	Supplies and Small Tools	_____
Bad Debts (Accrual)	_____	Taxes and Licenses:	_____
Bank Charges	_____	Real Estate	_____
Commissions	_____	Employer FICA	_____
Employee Benefits:	_____	State Unemployment	_____
Pension Plans.....	_____	Federal Unemployment	_____
Other:_____	_____	Licenses	_____
Insurances.....	_____	Sales Tax if Included in Income	_____
General and Liability.....	_____	Other:_____	_____
Worker's Compensation.....	_____	Travel and Lodging	_____
Health Insurance for Yourself	_____	Meals and Entertainment	_____
Health Insurance for Employees	_____	Utilities	_____
Interest Expenses:	_____	Telephone	_____
Mortgage Paid to Banks.....	_____	Wages and Salaries	_____
Other:_____	_____	Auto and Truck Expense	_____
_____	_____	(Complete the required information on back)	
Legal and Accounting	_____	Other Expenses (Describe):	_____
Office Expenses	_____	_____	_____
Rents on Equipment.....	_____	_____	_____
Rents - Bldgs and Other.....	_____	_____	_____
Repairs and Maintenance.....	_____	_____	_____
		Total Expenses	_____

Equipment, Buildings, and Vehicles Purchased/Traded During The Year

(Bring all purchase and trade documents - note if new or used)

Item Description (New or Used?)	Date Placed In Service	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you are deducting expenses for cars or trucks and home office, fill in the required information on back.

Reminder: Due date for Forms 1099, W-2, 941, 940, and CRP is January 31. Please call with questions.

