

Small Business Worksheet

Copy and use separate worksheets if more than one business

Business Name _____	Phone: _____
Business Address _____	Cell: _____
City _____	Fax: _____
Zip Code _____	

Accounting Method <input type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other (specify) _____	Was the business started in 2008? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you materially participate in this business? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer identification number (EIN) if any: _____

Income		Expenses	
Gross Sales	\$()	Advertising	\$
Service Income	\$	Commissions and fees	\$
Returns and Allowances	\$	Contract labor	\$
Other	\$	Employee benefits	\$
Cost of Goods Sold		Insurance (other than health)	\$
Inventory at beginning of year	\$	Interest	\$
Purchases		Mortgage	\$
(less cost of items withdrawn for personal Use)	\$	Other	\$
Cost of labor		Legal and Professional fees	\$
(do not include any amounts paid to yourself)	\$	Office expense	\$
Materials and supplies	\$	Pension and profit-sharing plans	\$
Other costs	\$	Rent or Lease	
Inventory at end of year	\$	Vehicles, machinery and equipment	\$
		Other business property	\$
Did you or your spouse pay for you own health insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Repairs and maintenance	\$
Did you make or do plan to make any contributions to a "SEP", "Simple" or other retirement plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		Supplies (not including inventory)	\$
Did you pay any individual \$600 or more for contract labor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Taxes and licenses	\$
Did you use an area of your home exclusively for business, or did you use an area of your home for storage? <input type="checkbox"/> Yes <input type="checkbox"/> No		Utilities	\$
Has your business reported any losses in prior years? <input type="checkbox"/> Yes <input type="checkbox"/> No		Wages	\$
		Other (Attach details)	\$

Equipment Purchases. Enter the following information for depreciable assets purchased that have a useful life greater than one year.

Asset	Date Purchased	Cost	Date placed in service	New or Used?

Equipment sold during Year

Asset	Date out of Service	Date sold	Selling price	Trade-in?