SELF EMPLOYED WORKSHEET

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income

Expenses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Advertising |  |  |  |  |
| Automobile ExpensesAutomobile Mileage |  |  |  |  |
| Beginning & Ending for year |
| Bank Charges |  |  |  |  |
| Cleaning |  |  |  |  |
| Commissions |  |  |  |  |
| CPA fees |  |  |  |  |
| Dues and subscriptions |  |  |  |  |
| Education and Seminars |  |  |  |  |
| Employee health insurance |  |  |  |  |
| Entertainment/meals |  |  |  |  |
| Fees |  |  |  |  |
| Gifts to clients (can't exceed $25/client/yr) |  |  |  |  |
| Insurance - workers comp |  |  |  |  |
| Insurance - general and liability |  |  |  |  |
| Interest on business loans (but not mortgages) |  |  |  |  |
| Business usage of internet (cable, DSL, FIOS) |  |  |  |  |
| Legal Fees |  |  |  |  |
| Cost of Good Sold (Small Equipment) |  |  |  |  |
| Office Expenses |  |  |  |  |
| Payroll |  |  |  |  |
| Payroll taxes |  |  |  |  |
| Phone (including cell) |  |  |  |  |
| Postage (including fed-ex/UPS) |  |  |  |  |
| Printing |  |  |  |  |
| Rent - space for business |  |  |  |  |
| Rent- equipment/ leasing (but not cars) |  |  |  |  |
| Repairs |  |  |  |  |
| Shipping |  |  |  |  |
| Sub-contractors |  |  |  |  |
| Supplies |  |  |  |  |
| Taxes (excise, sales, misc) |  |  |  |  |
| Tools |  |  |  |  |
| Travel (air/hotel/rental cars/train) |  |  |  |  |
| Uniforms |  |  |  |  |
| Utilities |  |  |  |  |
| Reimbursements to employees for use of their car |  |  |  |  |
| EQUIPMENT PURCHASES: |  |  | Amount |  |
|  |  |  |  |  |  |
| Description | Date Purchased |  | Spent |  |
|  |  |  |  |  |  |  |
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