SELF EMPLOYED WORKSHEET

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

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

Income

Expenses:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Advertising | | |  |  |  |  |
| Automobile Expenses  Automobile 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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