

PROFIT AND LOSS STATEMENT FROM CLEANING BUSINESS _____ TAX YEAR

OWNER NAME _____

BUSINESS NAME _____ **TYPE (residential, commercial, both)** _____

EIN _____

ADDRESS _____ **PHONE** _____ **EMAIL** _____

ATTACH THE FOLLOWING DOCUMENTS

- 1. ATTACH DOCUMENTS SUPPORTING PURCHASE/SALE OF VEHICLES OR EQUIPMENT
- 2. FILL OUT STATEMENT BELOW

YES / NO DID YOU HIRE ANY HELPERS OR CONTRACTORS WHOM YOU PAID \$600 OR MORE?

YES / NO DID YOU ISSUE 1099-MISC / 1099-NEC FORMS OR WILL YOU ISSUE THESE FORMS?

\$ _____ **GROSS INCOME**

(INCLUDING CASH, CHECKS, ZELLE, VENMO, CASH APP AND CREDIT CARD PAYMENTS RECEIVED)
 TIP: YOUR INCOME MUST MATCH INCOME FROM ALL YOUR BUSINESS RECORDS: INVOICES, BANK DEPOSITS, AND ANY OTHER DOCUMENTS!

\$ _____ **RETURNS / DISCOUNTS**

MILEAGE TO CLIENT LOCATIONS

Track mileage from your home/office to each client location. This is your biggest deduction!

\$ _____ **TOTAL BUSINESS MILES DRIVEN**

\$ _____ **TOTAL PERSONAL MILES DRIVEN**

CLEANING SUPPLIES & CHEMICALS

\$ _____ **ALL-PURPOSE CLEANERS / DISINFECTANTS**

\$ _____ **GLASS / WINDOW CLEANERS**

\$ _____ **FLOOR CLEANERS / WAX / POLISH**

\$ _____ **BATHROOM / TILE / GROUT CLEANERS**

\$ _____ **TRASH BAGS / PAPER TOWELS / RAGS**

\$ _____ **GLOVES / MASKS / SAFETY SUPPLIES**

\$ _____ **SPECIALTY CHEMICALS (carpet, stain removal, etc.)**

EQUIPMENT (UNDER \$500 EACH)

- \$ _____ VACUUM CLEANERS / PARTS / BAGS
- \$ _____ MOP / BUCKET / BROOM / DUSTPAN
- \$ _____ STEAM CLEANER / CARPET SHAMPOOER
- \$ _____ SPRAY BOTTLES / CADDY / ORGANIZERS
- \$ _____ EXTENSION CORDS / ADAPTERS
- \$ _____ STEP LADDER

\$ _____ **EQUIPMENT & BIG PURCHASES (OVER \$500)**

(COMMERCIAL VACUUM, FLOOR MACHINE, PRESSURE WASHER, VEHICLE, ETC.)

DATE OF PURCHASE	DESCRIPTION	COST \$\$\$

LABOR

- \$ _____ EMPLOYEES WAGES (ATTACH PAYROLL REPORTS W3/W2/941/940)
- \$ _____ CONTRACT LABOR (ATTACH 1099 FORMS)
- \$ _____ ONE-TIME HELPERS PAID UNDER \$600 (Cash App, Zelle, cash)

INSURANCE & LICENSING

- \$ _____ GENERAL LIABILITY INSURANCE
- \$ _____ WORKERS COMPENSATION INSURANCE
- \$ _____ BOND
- \$ _____ BUSINESS LICENSE / REGISTRATION / RENEWAL

BUSINESS EXPENSES

- \$ _____ CELLULAR SERVICES (_____ % BUSINESS USE)
- \$ _____ INTERNET (_____ % BUSINESS USE)
- \$ _____ ADVERTISING (online, flyers, door hangers, business cards)
- \$ _____ WEBSITE / WEB HOSTING
- \$ _____ SCHEDULING SOFTWARE / APP SUBSCRIPTIONS
- \$ _____ BUSINESS BANK FEES / CHECKS
- \$ _____ MERCHANT / CREDIT CARD PROCESSING FEES
- \$ _____ ACCOUNTING SERVICES / TAX PREPARATION
- \$ _____ OFFICE SUPPLIES
- \$ _____ UNIFORMS / APRONS / WORK SHOES
- \$ _____ LAUNDRY (uniforms, rags, towels)
- \$ _____ _____
- \$ _____ _____
- \$ _____ _____

