

**PROFIT AND LOSS STATEMENT FROM BUSINESS \_\_\_\_\_ TAX YEAR**

**OWNER NAME** \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_

**EIN** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**ATTACH THE FOLLOWING DOCUMENTS**

- 1. ATTACH DOCUMENTS SUPPORTING PURCHASE/SALE OF BUSINESS, VEHICLE, EQUIPMENT AND LARGE ITEMS
- 2. FILL OUT STATEMENT BELOW

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

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

\$ \_\_\_\_\_ **GROSS INCOME**  
(INCLUDING CASH, CHECKS, TIPS, BARTER AND CREDIT CARD PAYMENTS RECEIVED)  
TIP: YOUR INCOME MUST MATCH INCOME FROM ALL YOUR BUSINESS RECORDS: INVOICES, WORK ORDERS, BANK/CASH DEPOSITS, AND ANY OTHER DOCUMENTS RELATING TO YOUR BUSINESS, AS WELL AS BUSINESS INFORMATION PROVIDED TO OTHER ORGANIZATIONS, SUCH AS OBTAINING LOANS, SCHOLARSHIPS, INSURANCE AND ANY GOVERNMENT ASSISTANCE!

\$ \_\_\_\_\_ **RETURNS / DISCOUNTS**

\$ \_\_\_\_\_ **EMPLOYEES WAGES (ATTACH PAYROLL REPORTS SUCH AS W3/W2/941/940 FORMS)**

\$ \_\_\_\_\_ **CONTRACT LABOR (ATTACH COPIES OF 1099-MISC FORMS IF ALREADY ISSUED)**

\$ \_\_\_\_\_ **ONE-TIME HELPERS PAID UNDER \$600 (Cash App, Zelle, PayPal, cash)**

\$ \_\_\_\_\_ **MATERIAL**

\$ \_\_\_\_\_ **GENERAL SUPPLIES**

\$ \_\_\_\_\_ **SHIPPING / DELIVERY**

\$ \_\_\_\_\_ **MISCELLANEOUS ( \_\_\_\_\_ )**

\$ \_\_\_\_\_ **ADVERTISING**

\$ \_\_\_\_\_ **BROKER FEES / COMMISSION PAID**

\$ \_\_\_\_\_ **BUSINESS INSURANCE**

\$ \_\_\_\_\_ **BOND**

\$ \_\_\_\_\_ **WORKMANS COMPENSATION INSURANCE**

\$ \_\_\_\_\_ **UNEMPLOYMENT INSURANCE**

\$ \_\_\_\_\_ **MARKETING / WEB FEES**

\$ \_\_\_\_\_ **LICENSE / REGISTRATION RENEWAL**

\$ \_\_\_\_\_ **TAXES PAID (STATE, LOCAL, FEDERAL)**

\$ \_\_\_\_\_ **MORTGAGE INTEREST ON BUSINESS LOANS**

\$ \_\_\_\_\_ **BUSINESS BANK FEES / BUSINESS CHECKS**

\$ \_\_\_\_\_ **COMPUTER SOFTWARE**

\$ \_\_\_\_\_ **LEGAL FEES**

\$ \_\_\_\_\_ **PROFESSIONAL / ACCOUNTING FEES**

\$ \_\_\_\_\_ **OFFICE SUPPLIES**

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

(TOOLS, ASSETS, OFFICE GEAR, COMPUTER, DESK, PHONE, LARGE EQUIPMENT ETC)

DATE OF PURCHASE	DESCRIPTION	COST \$\$\$

\$ \_\_\_\_\_ VEHICLE LEASE

\$ \_\_\_\_\_ BUILDING LEASE

\$ \_\_\_\_\_ BUILDING MAINTENANCE AND REPAIR

\$ \_\_\_\_\_ UTILITIES PAID FOR LEASED BUILDING

\$ \_\_\_\_\_ ELECTRIC

\$ \_\_\_\_\_ WATER

\$ \_\_\_\_\_ GAS

\$ \_\_\_\_\_ SEWER / WASTE

\$ \_\_\_\_\_ ASSOCIATION

\$ \_\_\_\_\_ ALARM

\$ \_\_\_\_\_ TRAVEL EXPENSES (AIRLINE / TAXI / HOTELS)

\$ \_\_\_\_\_ BUSINESS MEALS

WHAT IS PER DIEM? When you travel overnight for business, you can deduct a daily meal allowance without keeping receipts. The standard rate is \$46/night but varies by city — check gsa.gov.

Just record where you went, dates, and why it was for business. You can use actual meal receipts instead if higher.

WHERE DID YOU TRAVEL?	\$ PER NIGHT (gsa.gov)	# OF NIGHTS	REIMBURSED? YES/NO

\$ \_\_\_\_\_ CELLULAR SERVICES ( \_\_\_\_\_ BUSINESS % USE)

\$ \_\_\_\_\_ OFFICE PHONE

\$ \_\_\_\_\_ INTERNET

\$ \_\_\_\_\_ MERCHANT / CREDIT CARD FEE

\$ \_\_\_\_\_ EDUCATION / CLASSES

\$ \_\_\_\_\_ CONFERENCES / MEETINGS

\$ \_\_\_\_\_ GIFTS (gifts are limited to \$25 per client per year and require receipts)

\$ \_\_\_\_\_ PROMOTIONAL MATERIAL / SUPPLIES

\$ \_\_\_\_\_ POSTAGE / PO BOX

\$ \_\_\_\_\_ SPECIAL CLOTHES SUCH AS UNIFORM / BOOTS / COVERALLS / PROTECTIVE GEAR

\$ \_\_\_\_\_ TOOLS OF THE TRADE

\$ \_\_\_\_\_ TOOLS / EQUIPMENT RENTAL

\$ \_\_\_\_\_ CASUALTY / THEFT / VANDALISM

(ATTACH INSURANCE CLAIMS, POLICE REPORTS AND INFORMATION, SUCH AS DATES OF EVENT, YOUR COST AND INSURANCE REIMBURSEMENTS)

\$ \_\_\_\_\_ PROFESSIONAL FEES / SUBSCRIPTION

\$ \_\_\_\_\_ PROFESSIONAL DUES

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

