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Business Tax Worksheet

Tax Year _____

INCOME

Gross Receipts or Sales _____
Returns and Allowances _____
Other Income _____

Cost of Goods Sold
Beginning Inventory _____
Total Purchases _____
Less - Items for Personal Use _____
Cost of Labor _____
Materials & Supplies _____
Other Costs _____

End of Year Inventory _____

EXPENSES

Accounting _____
Advertising _____
Answering Service _____
Bad Debts _____
Bank Charges _____
Car & Truck Expenses _____
Commissions _____
Computer & Internet _____
Contract Labor _____
Continuing Education _____
Credit Card Fees _____
Delivery & Freight _____
Donations _____
Dues & Subscriptions _____
Employee Benefit Programs _____
Insurance (Other than Health) _____
Insurance (Health) _____
Interest _____
 Mortgage _____
 Other _____
Janitorial _____
Laundry & Cleaning _____
Legal & Professional _____
License & Permits _____
Miscellaneous _____
Office Expense _____
Outside Services _____
Parking & Tolls _____
Pensions & Profit Sharing Plans _____
 Contributions _____
 Administrative & Costs _____
Postage _____
Printing _____
Rent or Lease _____
 Vehicles, Machinery _____
 Land _____
 Other _____
Repairs & Maintenance _____