

Business Tax Data Sheet (Use also for Employee Business Expenses)

Business Name:		Name(s) of Owner(s)	Ownership %/Shares
Address:			
Tax ID Number:			
Type of Business:			
Products or Services:			
Business Entity:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC		
Date Business Formed (mo/day/yr):	/ /	# of Mths in Business This Yr.	

1. Accounting system Used: Cash Accrual Other (explain) _____
2. Inventory Valuation (if any) is based on: Cost Market Other
3. Did you use any part of your home for business? Yes No
4. Did you buy or sell any business assets during the year? Yes No (If yes, list details on asset sheet.)
5. Did you hire any new employees who may qualify for job credits? Yes No

Business Owners: Include copies of your 2007 Profit and Loss Statement, Balance Sheets for year end and prior year.

INCOME	COST OF GOODS SOLD (If applicable)
Gross Receipts or Sales	Inventory at Beginning of Year
Returns & Allowances	Purchases
Income Reported on Form 1099*	Cost of Labor (related to inventory)
Commissions*	Materials and Supplies
Other (Enclose detail)	Other Inventory Costs
<small>*Do not list 1099's or commissions separately if included in gross receipts.</small>	Inventory Withdrawn for Personal Use
	Inventory at End of Year
Cash Bank Balance at Start of Year	Cash Bank Balance at End of Year
EXPENSES	
Advertising	Wages (not reported above)
Bad Debts (only if reported as income)	Payroll Taxes
Bank Charges	Social Security & Medicare
Commissions & Fees Paid	Unemployment (Fed & State)
Dues and Publications	Other Taxes
Employee Benefit Programs	Real Estate
Postage & Shipping	Personal Property
Insurance	Other
Mortgage Interest	Automobile Expenses (written records required)
Other Business Interest	Total Miles Driven This Year
Laundry & Cleaning	Business Miles Jan 1 thru Dec 31
Legal & Professional Fees	Parking and Tolls
License Fees (business & professional)	Gas, Oil, Maintenance, Washing
Office Supplies	Other
Pension/Profit-Sharing (Employees)	Travel (Out of Town)
Rent & Lease (vehicles, equipment)	Transportation
Rent & Lease (real estate)	Lodging
Repairs & Maintenance	Cabs, Rental Cars, Buses
Supplies (other than office)	Other
Telephone	Tickets & Events
Personal Health Ins. (sole proprietor)	Meals & Tips
Business Gifts	Entertainment Expenses
Other	Meals & Entertainment <small>(list 100% of expenses)</small>
Owner's draw (if sole proprietor)	
Guaranteed payments to partners or members (if partnership or LLC taxed as partnership – enclose details)	
Dividends paid to stockholders (if corporation – enclose details)	
Other distributions to stockholders, partners or members (enclose details)	

List on Asset Data Sheet all purchases & sales of equipment, furniture, vehicles and leasehold improvements.