

Business Income & Expenses Worksheet

Name: _____ Year: _____

**Only Business items on this page-NO personal
Items must be "Ordinary & Necessary" for business**

Income: (bring in all 1099's)

Gross Sales or Receipts _____

Other Business Income: _____

Tip Income: _____

Tip Income Included in
Gross Sales- Yes / No _____

Total Annual Dep to Bus Acct _____

Loan Proceeds Deposited _____

Personal Funds Deposited _____

Crypto Currency Rcvd _____

Expenses:

Advertising _____

Commissions & Fees _____

Contract Lbr (1099 issued) _____

Insurance _____

Interest: Line of Credit _____

Mortgage _____

Vehicle _____

Other _____

Legal & Professional Fees _____

Office Expenses _____

Rent Payments _____

Lease Payments _____

Repairs & Maintenance _____

Supplies _____

Taxes & Licenses _____

Travel Expenses _____

Deductible Meals _____

Utilities:

Electricity _____

Telephone _____

Internet _____

Garbage _____

Cell Phone _____

Heat _____

Other _____

Wages Paid(W2 issued) _____

Other Expenses:

Cost of Goods Sold:

Inventory Beginning of Year _____

Purchases _____

Inventory End of Year _____

Auto Expense

Vehicle Description: _____

Total Miles _____

Business Miles _____

Capital Sales (Equipment & Bldgs)

Date	Description	Sale Price

Capital Purchases (Equipment & Bldgs)

Date	Description	Purch Price

IMPORTANT: NO PROOF = NO DEDUCTION You must have receipts, logs, verification and documentation of all income and expenses claimed. Hoff Financial Services, LLC has not audited the above data.

I certify the above information is accurate and have documentation to verify such.

SIGNED: _____

DATE: _____