

**Compliments of:**



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Offering Tax Efficient Financial Planning<sup>SM</sup>\*

**BUSINESS INCOME/EXPENSES**

Name of Proprietor \_\_\_\_\_ Business Activity \_\_\_\_\_

Business Name \_\_\_\_\_ Date Business Began \_\_\_\_\_

Business Structure  Sole Proprietorship     Single Member LLC     Partnership or Multi-Member LLC  
 S Corporation     C Corporation

Business is conducted on  Cash Basis     Accrual     Hybrid (explain)

**YES NO**

- Do you use any part of your home exclusively and regularly for business? If yes, square footage of home and square footage of home office is needed. Daycare providers have additional requirements.
- Did you receive any 1099-K forms from merchant credit cards or third party vendors? If yes, bring documents.
- Do you have a company pension plan such as a SEP, SIMPLE, or 401k?
- Did you buy or sell any assets? If yes, complete capital asset worksheet.
- Did you pay anyone \$600 or more in the course of your business that would require you to issue Form 1099-Misc or interest to any individual requiring you to issue them a 1099? If yes, did you issue them by January 31, 2012?

<b>INCOME</b>	<b>COST OF GOODS</b>
Gross Receipts/Sales Including Credit Card Sales	Inventory 1/1/11
Commissions	Purchases Made During Year
Returns & Allowances	Merchandise Returned to Vendor
Other Income	Ending Inventory 12/31/11

**EXPENSES**

Advertising	Office supplies
Bank Charges	Postage
Commissions & Fees	Rent:
Contract Labor	Vehicles, machinery & equipment
Dues & Publications	Other business property
Employee Benefits:	Repairs & maintenance
Health Insurance	Supplies
Retirement Plan	Taxes:
Freight	Payroll
Insurance:	Personal Property
Liability	Real estate
Work Comp	Travel (airfare, lodging)
Interest:	Travel (meals & entertainment)
Paid to Bank	Telephone
Other	Utilities
Laundry & Cleaning	Wages (Gross amount)
Legal & Professional	Other
Miscellaneous	Other

**IRS requires mileage logs to document any claim for business use of vehicles. See back of this page.**

*\*Cathy Bowen, Registered Representative Securities offered through H. D. Vest Investment Services<sup>SM</sup> Member: SIPC. Advisory services offered through H. D. Vest Advisory Services<sup>SM</sup> Plus Accounting, Inc. is not a registered broker/dealer or independent advisory firm.*





