



# personal touch tax & financial consultants

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## REGISTERED BUSINESS WORKSHEET

IF THERE ARE ANY QUESTIONS PLEASE FEEL FREE TO CALL US FOR ASSISTANCE.

REMEMBER TO ROUND TO THE NEAREST WHOLE DOLLAR.

NAME \_\_\_\_\_ YEAR \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### INCOME

\_\_\_\_\_ TYPE OF ENTITY (S-CORP, C-CORP, PARTNERSHIP ETC.)

OWNER'S NAMES, ADDRESSES, AND NUMBER OF SHARES OWNED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ CASH IN BANK AS OF DEC. 31 \_\_\_\_\_ OUTSTANDING LOANS

\_\_\_\_\_ TOTAL DISTRIBUTIONS PAID TO SHAREHOLDERS

\_\_\_\_\_ TOTAL INCOME (BANK DEPOSITS)

\_\_\_\_\_ RETURNS OR REFUNDS PAID OUT

\_\_\_\_\_ BEGINNING INVENTORY (AT YOUR COST)

\_\_\_\_\_ TOTAL PURCHASES FOR THE YEAR (AT YOUR COST)

\_\_\_\_\_ CLOSING INVENTORY (AT YOUR COST)

### EXPENSES

\_\_\_\_\_ ADVERTISING

\_\_\_\_\_ BAD DEBTS (ONLY IF AMOUNT WAS ADDED TO INCOME)

\_\_\_\_\_ AUTOMOBILE EXPENSE (IF VEHICLE IS OWNED BY THE BUSINESS)

\_\_\_\_\_ PURCHASE PRICE \_\_\_\_\_ GAS, OIL, REPAIRS, ETC \_\_\_\_\_ TAGS

\_\_\_\_\_ LEASE PAYMENTS \_\_\_\_\_ LOAN INTEREST \_\_\_\_\_ INSURANCE

**DONT FORGET!** \_\_\_\_\_ TOTAL MILES FOR YEAR \_\_\_\_\_ BUSINESS MILES FOR YEAR

\_\_\_\_\_ PARKING & TOLLS

\_\_\_\_\_ BANK CHARGES, ON BUSINESS ACCOUNTS \*CREDIT CARD PROCESSING FEES

\_\_\_\_\_ COMMISSIONS PAID TO OTHER PEOPLE

\_\_\_\_\_ SUB-CONTRACTORS

\_\_\_\_\_ EQUIPMENT PURCHASES (LIST- TYPE & DATE)

\_\_\_\_\_ INSURANCE (LIABILITY & WORKMAN'S COMPENSATION)

\_\_\_\_\_ INTEREST ON BUSINESS LOAN OR CREDIT CARDS USED ONLY FOR BUSINESS

\_\_\_\_\_ LEGAL, ACCOUNTING, AND PROFESSIONAL FEES

\_\_\_\_\_ OFFICE EXPENSE (EXAMPLE: STATIONARY, PAPER PRODUCTS, COPYING COSTS, WEBHOSTING COSTS)

\_\_\_\_\_ RENT/LEASE ON EQUIPMENT (COPIERS ETC.)

\_\_\_\_\_ RENT ON BUSINESS PROPERTY

\_\_\_\_\_ REPAIRS & MAINTENANCE ON BUSINESS EQUIPMENT

\_\_\_\_\_ SUPPLIES (WHAT YOU USE TO DO YOUR BUSINESS)

\_\_\_\_\_ TAX & LICENSES

\_\_\_\_\_ TRAVEL (AIRFARE, HOTEL, CAB, ETC.)

\_\_\_\_\_ ENTERTAINMENT (BUSINESS DINNERS, LUNCHEONS, ETC.)

\_\_\_\_\_ TELEPHONE AND COMMUNICATION EXPENSES:

\_\_\_\_\_ BUSINESS LONG DISTANCE \_\_\_\_\_ PAGERS

\_\_\_\_\_ CAR & CELL PHONES \_\_\_\_\_ INTERNET SERVICES

\_\_\_\_\_ DIRECT BUSINESS UTILITIES

\_\_\_\_\_ PROFESSIONAL PUBLICATIONS

\_\_\_\_\_ GROSS WAGES

\_\_\_\_\_ PAYROLL TAXES (EMPLOYER MATCHING FICA, SUTA, & FUTA)

\_\_\_\_\_ MISCELLANEOUS (LIST AND DESCRIBE)

\_\_\_\_\_  
\_\_\_\_\_



TAX PREP



TAX PLANNING



CONSULTING



RECORD KEEPING



PAYROLL



TRAINING



REPRESENTATION



SCAN & ARCHIVE