



# personal touch tax & financial consultants

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## SOLE PROPRIETORSHIP 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

- \_\_\_\_\_ TOTAL INCOME \_\_\_\_\_ OTHER COMMISSIONS & PRIZES
- \_\_\_\_\_ RETURNS OR REFUNDS PAID OUT
- \_\_\_\_\_ BEGINNING INVENTORY (AT YOUR COST)
- \_\_\_\_\_ TOTAL PURCHASES FOR THE YEAR (AT YOUR COST)
- \_\_\_\_\_ PERSONAL USE
- \_\_\_\_\_ CLOSING INVENTORY (AT YOUR COST)
- \_\_\_\_\_ ADVERTISING
- \_\_\_\_\_ BAD DEBTS (ONLY IF AMOUNT WAS ADDED TO INCOME)
- \_\_\_\_\_ AUTOMOBILE EXPENSE
  - \_\_\_\_\_ PURCHASE PRICE \_\_\_\_\_ GAS, OIL, REPAIRS, ETC \_\_\_\_\_ TAGS
  - \_\_\_\_\_ LEASE PAYMENTS \_\_\_\_\_ INTEREST LOAN \_\_\_\_\_ INSURANCE
  - DON'T FORGET!** \_\_\_\_\_ TOTAL MILES (ANNUAL) \_\_\_\_\_ BUSINESS MILES (ANNUAL)
- \_\_\_\_\_ PARKING & TOLLS
- \_\_\_\_\_ BANK CHARGES, ON BUSINESS ACCOUNTS \*CREDIT CARD PROCESSING FEES
- \_\_\_\_\_ COMMISSIONS PAID TO OTHER PEOPLE
- \_\_\_\_\_ SUB-CONTRACTORS
- \_\_\_\_\_ EQUIPMENT PURCHASES (LIST- TYPE AND DATE)
- \_\_\_\_\_ INSURANCE (LIABILITY AND WORKMAN'S COMPENSATION)
- \_\_\_\_\_ INTEREST ON BUSINESS LOAN OR CREDIT CARDS USED ONLY FOR BUSINESS
- \_\_\_\_\_ LEGAL, ACCOUNTING, AND PROFESSIONAL FEES

### EXPENSES

- \_\_\_\_\_ 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
- \_\_\_\_\_ DUES AND PUBLICATIONS (INCREASE YOUR PROFESSIONALISM)
- \_\_\_\_\_ GROSS WAGES
- \_\_\_\_\_ PAYROLL TAXES (EMPLOYER MATCHING FICA, SUTA, & FUTA)
- \_\_\_\_\_ MISCELLANEOUS (LIST AND DESCRIBE)

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### OFFICE IN THE HOME EXPENSES

- \_\_\_\_\_ UTILITIES (GAS, ELECTRIC, WATER, SEWER & GARBAGE)
- \_\_\_\_\_ RENT FOR RENTERS
- \_\_\_\_\_ INSURANCE (HOMEOWNERS OR RENTERS)
- \_\_\_\_\_ REAL ESTATE TAXES
- \_\_\_\_\_ SQ. FOOTAGE OF HOME OR APARTMENT
- \_\_\_\_\_ COST OF HOME
- \_\_\_\_\_ REPAIRS AND MAINTENANCE
- \_\_\_\_\_ MORTGAGE INTEREST
- \_\_\_\_\_ SQ. FOOTAGE OF MARY KAY USAGE
- \_\_\_\_\_ PURCHASE DATE



TAX PREP



TAX PLANNING



CONSULTING



RECORD KEEPING



PAYROLL



TRAINING



REPRESENTATION



SCAN & ARCHIVE