

**Businesses Please Sort Receipts/Expenses Total**  
*(Use Separate sheet for each business)*

Tax Year \_\_\_\_\_

Full Name \_\_\_\_\_

Profession \_\_\_\_\_  
 Service/Product

Total Income Received \$ \_\_\_\_\_

**Business Travel**  
 (Lease/Purchase)

	Date	Amount		
Vehicle				
	Year	Make	Model	
_____	_____	_____	_____	_____
Gas	Parking	Tolls	Repairs	Mileage

**Travel Away**  
 Business Vacation

_____	_____	_____	_____
Location	Airfare	Hotel	Car
_____	_____	_____	_____
Location	Airfare	Hotel	Car

**Business Trips (Seminars/Conventions)**

_____	_____	_____	_____	_____	_____
State	Airfare	Hotel	Rental	Register	Ground
_____	_____	_____	_____	_____	_____
State	Airfare	Hotel	Car	Register	Ground
_____	_____	_____	_____	_____	_____
State	Airfare	Hotel	Car	Register	Ground
_____	_____	_____	_____	_____	_____
State	Airfare	Hotel	Car	Register	Ground

**Business tools**  
 Traditional or Network Mktg

Initial Investment \_\_\_\_\_ Mo. Admin Fee \_\_\_\_\_ Misc \_\_\_\_\_

Brochures \_\_\_\_\_ Banners \_\_\_\_\_ Supplies \_\_\_\_\_ Brochure holder \_\_\_\_\_

**Office (Do not include payroll)**

_____	_____	_____	_____
Start up	Legal	Cell	2nd tel.
_____	_____	_____	_____
Internet	Insurance	Postage	
_____	_____	_____	_____
Stationary	Rent	Utilities	Misc
_____	_____	_____	_____
Furniture	Voicemail	Repairs	Misc
_____	_____	_____	_____
Equip (List laptop, ipad, printer, fax, desktop, etc)			

**(In-home Office Exclusive Use)**

\_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_ Sq.ft. \_\_\_\_\_ Usage \_\_\_\_\_ Rent/Mtg. \_\_\_\_\_ Utilities

**Advertising**

_____	_____	_____	_____
News	Radio	TV	Facebook
_____	_____	_____	_____
Google	Blogs	Craigslist	Leads
_____	_____	_____	_____
Misc	Mobile App	Auto Phone	Bus Cards
_____	_____	_____	_____
Sizzle Cards	Flyers	Poster signs	Car magnet
_____	_____	_____	_____
Direct Mail	Bill Bd.	_____	_____

**Meals /Entertainment**

List Event /Date/\$ Amt Separate Sheet

**Public Speaker**

\_\_\_\_\_ Grooming \_\_\_\_\_ Dry clean \_\_\_\_\_ Attire \_\_\_\_\_ Misc

**Educational Development**

_____	_____	_____	_____
Books	Seminar	Webinar	Materials
_____	_____	_____	_____
DVD	MP3	Subscription	Misc

**Rentals**

\_\_\_\_\_ Meeting Space \_\_\_\_\_ Expo Booth \_\_\_\_\_ Virtual Office

**Business Donations** (list separately)

_____	_____	_____	_____
Name	Name	Name	Name
_____	_____	_____	_____
Amt	Amt	Amt	Amt