

BUSINESS PROFIT & LOSS WORKSHEET

BUSINESS NAME: _____

TAX YEAR: _____

Did you participate "actively" this year?		Supplies	
Did you participate "materially" this year?		Taxes: Business Property	
		Taxes: Real Estate	
Annual Business Revenue		Telephone - Cell Phone	
		Percentage used for Business (%)	
Advertising		Telephone - 2nd Land line Only	
Accounting (Tax Preparation)		Telephone - fax or long distance calls	
Bank Charges (Business Account)		Website Maintenance/Hosting	
Bookkeeping		Tools	
Business Credit Card Annual Fees		Travel :	
Business Auto:		Lodging	
See vehicle mileage worksheet		Meals / Entertainment	
www.bender-cpa.com/resources		Transportation	
		Wages: Attach Forms W-2	
Cleaning / Janitorial		Officer / Shareholder	
Commissions Paid / Referral Fees		Officer / Non-Shareholder	
Computer Services / Supplies		Other Wages	
Contract Labor - 1099-MISC Copies		Payroll Taxes	
Delivery / Freight		FICA / Medicare	
Dues & Subscriptions		Federal Unemployment	
Education - Continuing Education		State Unemployment	
Education - Conventions & Seminars		Uniforms	
Gifts (\$25 Maximum per person per year)		Office (Not Home Office)	
Interest Expense (Credit Card or Loan)		Electricity & Natural Gas	
Insurance - Business Only		Garbage Service	
Insurance - Workman's Comp.		Office Internet	
Insurance - Health (if Self-Employed)		Water	
Licenses		Insurance	
Meals / Entertainment @ 100%			
Office Expense		Home Office Only:	
Outside Services		See home office worksheet at	
Permits & Fees		www.bender-cpa.com/resources	
Postage			
Printing & Reproduction		Equipment Purchased This Year >\$2,500	
Professional Services/Legal Fees		Item	Date Placed in Service
Rent, Equipment			Cost
Rent, Office & Storage			
Repairs			
Security		Equipment Sold This Year:	
Other items		Item	Date Sold
			Sale Price