

SELF-EMPLOYMENT INCOME AND EXPENSES

BUSINESS INCOME _____

OPERATING EXPENSES:

ADVERTISING _____
 COMMISIONS AND FEES _____
 BUSINESS INSURANCE _____
 INTEREST – MORTGAGE _____
 INTEREST – OTHER _____
 LEGAL/ACCOUNTING _____
 OFFICE EXPENSE _____
 RENT – MACH./EQUIP. _____
 RENT – OTHER PROPERTY _____
 POSTAGE _____
 TAXES – REALESTATE _____
 SALES TAX _____
 OFFICE PHONE/
 LONG DISTANCE _____
 CELLULAR PHONES/PAPER _____
 OFFICE UTILITIES _____
 BANK CHARGES _____
 DUES AND PUBLICATIONS _____
 CONTINUED ED./SEMINARS _____
 OFFICE SUPPLIES _____
 UNIFORMS/CLEANING _____
 TOOLS _____
 SAFETY EQUIPMENT _____
 REPAIRS _____
 LICENSES AND BONDS _____
 SE MEDICAL INSURANCE _____
 OTHER: _____

AUTOMOBILE EXPENSES:

TOTAL MILES DRIVEN ON CAR _____
 TOTAL BUSINESS MILES DRIVEN _____
 CAR LOAN INTEREST _____
 LICENSE TABS _____

TRAVEL AND ENTERTAINMENT:

NUMBER OF WHOLE DAYS OUT OF TOWN _____

WHAT TOWN(S): _____

AIR FARE _____
 CAR RENTAL _____
 LODGING _____
 OTHER: _____

BUSINESS MEALS _____
 BUSINESS GIFTS _____

IF YOU MAINTAIN AN INVENTORY:

BEGINNING INVENTORY _____
 COST OF PURCHASES _____
 END OF YEAR INVENTORY _____

IF YOU HAVE EMPLOYEES:

EMPLOYER ID NUMBER _____
 GROSS WAGES PAID _____
 FICA _____
 STATE UNEMPLOYMENT _____
 FEDERAL UNEMPLOYMENT _____
 WORKER'S COMPENSATION _____
 EMP. BENEFIT PROGRAMS _____

IF YOU PURCHASED NEW EQUIPMENT:

DATE:	ITEM:	COST:
_____	_____	_____
_____	_____	_____
_____	_____	_____

IF YOU HAVE AN IN HOME OFFICE OR DAYCARE:

DATE HOME AQUIRED _____
 DATE CONVERTED TO BUSINESS _____
 SQ. FT. TOTAL LIVING AREA _____
 SQ. FT USED AS BUSINESS _____
 COST OF HOME _____
 COST OF IMPROVEMENTS _____
 REPAIRS/MAINTENANCE TO BUSINESS: _____

UTILITIES:

-HEAT _____
 -WATER & SEWER _____
 -ELECTRIC _____
 -TRASH _____

INSURANCE:

-HOMEOWNERS _____
 -RENTERS _____

REAL ESTATE TAXES _____
 APARTMENT RENT _____

DAYCARE:

FOOD COST _____
 PAYMENTS FROM FOOD PROGRAM _____
 EDUCATIONAL SUPPLIES _____
 EXPENSES FOR OUTINGS _____
 HOURS OF OPERATION _____
 OTHER: _____

