

We need the following information about your business. When finished please email to taxpro@sbataxes.com. Please save a copy of this form for your records. Thank You.

Business Name: _____ Tax Year: _____

Your Name: _____ Email: _____

Telephone Number: _____ Fax Number: _____

| INCOME AND/OR SALES | |
|--|--------------------------|
| Income \$ | Interest Earned \$ |
| Other Income (Please explain) | |
| EXPENSES AND COST OF GOODS SOLD (Do Not Include Vehicles Expenses) | |
| Materials \$ | Supplies \$ |
| Initial Inventory \$ | Final Inventory \$ |
| Wages \$ | Contract Labor \$ |
| Payroll Taxes \$ | Other Taxes \$ |
| Commissions Paid\$ | Employee Benefits \$ |
| Liability Insurance \$ | Health Insurance \$ |
| Workman's Comp. Ins' \$ | Other Insurance \$ |
| Postage & Shipping \$ | Other Interest \$ |
| Legal Fees \$ | Accounting Fees \$ |
| Office Supplies \$ | Licenses \$ |
| Internet \$ | Web Site \$ |
| Advertising \$ | Bank Charges \$ |
| Credit Card Fees \$ | Tools \$ |
| Rent \$ | Bank Charges \$ |
| Repairs \$ | Security \$ |
| Travel \$ | Meals & Entertainment \$ |
| Cellular \$ | Telephone \$ |
| Utilities \$ | Miscellaneous \$ |
| Other Expenses: (Please explain) | |

AUTO AND TRUCK EXPENSES

| | |
|--|----------------------|
| Date placed in service: | Business Miles: |
| Personal Miles: | Tolls and Parking \$ |
| Gas, Oil etc \$ | Repairs \$ |
| Insurance \$ | Depreciation \$ |
| Other Auto Expenses: (Please explain) | |

OFFICE IN HOME

| | |
|--|---------------------|
| Total square feet of Home: | |
| Square feet of Home exclusively for Business: | |
| Mortgage Interest \$ | Property Taxes \$ |
| Insurance \$ | Rent \$ |
| Repairs/ Maintenance \$ | Water \$ |
| Gas \$ | Electricity \$ |
| Garbage \$ | Home Owners Fees \$ |
| Other Office in Home Expenses: (Please explain) | |

EQUIPMENT - FURNITURE - COMPUTERS - AUTOS - ETC

| Date of Purchase | Amount | Description |
|------------------|--------|-------------|
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |

Comments: