

RETAIL SALES INCOME & EXPENSE WORKSHEET

YEAR _____

NAME _____ Federal ID # _____

NAME OF BUSINESS _____

ADDRESS OF BUSINESS _____

How many months was this business in operation during the year? 12 Months ☐ OR From _____ To _____How many hours during the year did you and/or your spouse devote to this business? FULL TIME ☐ OR # of hours _____Is any portion of your investment in this business *not* subject to payback by you? YES ☐ NO ☐

▼ BUSINESS INCOME ▼

GROSS SALES		OTHER INCOME: ROOM / SPACE RENTAL		
SALES TAX COLLECTED (IF NOT INCLUDED IN SALES ABOVE)			SPECIAL EVENTS	
RETURNS / REFUNDS / REBATES				
GIFT CERTIFICATES SOLD				

▼ Sales of Equipment, Machinery, Land, Buildings Held for Business Use ▼

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost

▼ BUSINESS EXPENSES (cost of goods sold) ▼

PURCHASE OF PRODUCTS & SUPPLIES FOR RESALE		FREIGHT-IN Shipping cost to receive product or materials, if not included in purchases		
CONSIGNMENT SALES (Amount paid to consignees for products sold.)			OTHER COSTS	
PERSONAL USE (Actual cost of items in purchases used by you or your family)			END OF YEAR INVENTORY	
COST OF LABOR			How did you arrive at inventory value? Actual Cost <input type="checkbox"/> Other (explain)	

▼ CAR and TRUCK EXPENSES ▼

	VEHICLE 1	VEHICLE 2
Year and Make of Vehicle		
Date Purchased (month, date and year)◊		
Ending Odometer Reading (December 31)		
Beginning Odometer Reading (January 1)	—	—
Total Miles Driven (End Odo - Begin Odo)		
Total Business Miles (do you have another vehicle?)		
Total Commuting Miles		
Parking Fees and Tolls		
License Plates		
Interest		
Continue only if you take actual expense (must use actual expense if you lease)		
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.		
Lease Costs		

✓ BUSINESS MILES (examples)
___ Bank trips
___ Business meetings
___ Out-of-town trips
___ Purchasing materials/supplies
___ Deliveries
Do not count miles commuting to a regular place of business as business miles.

REAL ESTATE EXPENSES (continued)

ADVERTISING/PROMOTION: Ads, business cards, greeting cards, signs, flags, banners, etc			
♦ COMMISSIONS & FEES PAID: Contract Labor			
INSURANCE: Business Liability, errors and omissions (do not include auto/truck/health)			
INTEREST:	Mortgage (Business bldgs.) Paid to financial institution Paid to individual		
OTHER INTEREST	Business only credit card		
♦ LEGAL & PROFESSIONAL: Attorney fees for business, accounting fees, bonds, permits, on-line computer, clerical and plat services			
OFFICE EXPENSE: postage, stationery, office supplies, bank charges, pens, faxes, etc..			
♦ RENT/LEASE:	Machinery and equipment Other business property		
♦ REPAIRS & MAINTENANCE:	To sell property Equipment repairs		
SUPPLIES:	Misc. (not included elsewhere) Small tools		
REAL ESTATE LICENSE			
TRAVEL (number of nights away from home):			
City _____	Nights out _____	City _____	Nights out _____
City _____	Nights out _____	City _____	Nights out _____
City _____	Nights out _____	City _____	Nights out _____
City _____	Nights out _____	City _____	Nights out _____
EXPENSES (AWAY FROM HOME OVERNIGHT):			
Lodging			
Meals & tips (keep total separate from other costs)			
Convention fees			
Cruise ship convention/seminar			
Airplane or train fares			
Auto rental, taxis or bus fares			
Other (incidentals, laundry, etc.)			
MEALS & ENTERTAINMENT:			
Sales lunches/dinners			
Tickets			
Tickets to qualified charitable events			
UTILITIES & TELEPHONE:			
Electricity (business)			
Natural gas/heating fuel (business)			
Garbage, water, sewer (business)			
Telephone (bus. line, second line, other options)			
Business long distance (from home telephone)			
Fax transmissions,			
Paging services			
Pay phone			
Toll calls			
Cellular service			
OTHER EXPENSES (not listed elsewhere):			
Appraisal fees			
Arbitration fees			
Bank charges			
Courier and delivery services			
Closing gifts and flowers			
Dues and publications (Board dues, trade journals, magazines and books)			
Lock boxes, keys, locksmiths			
Map books			
Multiple listing services			
Open house expense			
Referral fees			
Shipping			
Laundry and cleaning			
Printing and copying			

EQUIPMENT PURCHASED

Answering machine, calculator, camera, computer, software, fax, pager, furniture, recorder, telephone, etc.

Item Purchased	Date Purchased	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other Information

◆ 1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

Due date of return is January 31. Nonfiling penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold 31% of the payment(s).

Name	Address	Social Security #	Amount	Purpose of Payment

Sign here _____

W-9s (Request for Payee's Social Security #) are available.