**Net Profit Sheet for Business**

Taxpayer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer ID (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Website/Social Media:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Business (Type of business, where business is conducted, hours): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you the business owner? \_\_Yes \_\_No Is this business DBA (if yes use Sch. C) \_\_Yes \_\_No

Is this business a Partnership (if Y, use Form 1065 K-1) \_\_Yes \_\_No Is Business a Corporation? \_\_Yes \_\_No

Is business an LLC? \_\_Yes \_\_No Is business single member? \_\_Yes \_\_No

What type of records so you maintain to verify business income and expenses?

(Please check all that apply. Make sure you can provide support. By law, you are required to keep adequate records)

\_\_Accounting records \_\_Records on computer \_\_Bank Statements \_\_Invoices/Receipts \_\_Business Cards

\_\_Credit Card Statements \_\_Advertising \_\_Car/Truck Expense \_\_Rent expense \_\_Log Books

\_\_Handwritten Ledgers \_\_Business Insurance \_\_Client Lists \_\_Appointment Books \_\_Notebook(s)

\_\_Other(describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_Suppliers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you did NOT keep copies/records of all activity, can you reasonably reconstruct you income and expenses? \_\_Yes \_\_ No

Do you file state/and or local sales tax returns for the tax year? \_\_Yes \_\_No

Is a license required for your occupation? \_\_Yes \_\_No Do you have a business license? \_\_Yes \_\_No

Did you receive a 1099-MISC? \_\_Yes \_\_No

If you didn’t receive a 1099-MISC, can you show steps taken to calculate income? \_\_Yes \_\_No

Did you pay anyone to work for you? \_\_Yes \_\_No Did you issue any workers a 1099 or W2? \_\_Yes \_\_No

How were you paid? \_\_Cash \_\_Check \_\_Credit Card \_\_Other (describe)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you advertise for your business? \_\_Newspaper \_\_Online \_\_Flyers \_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY OF GROSS RECEIPTS**

(Please provide records of income and enter below)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Jan | Feb | Mar | Apr | May | Jun |
|  |  |  |  |  |  |
| Jul | Aug | Sept | Oct | Nov | Dec |
|  |  |  |  |  |  |

**SUMMARY OF EXPENSES**

(Please provide records of expenses and enter below)

|  |  |  |  |
| --- | --- | --- | --- |
| Contract Labor |  | Legal Professional Services |  |
| Commission/Fees |  | Supplies |  |
| Wages |  | Advertising |  |
| Employment Benefit Programs |  | Office Expense |  |
| Pension/Profit-Sharing Plans |  | Utilities |  |
| Repairs/Maintenance |  | Equipment Rent |  |
| Business Travel |  | Other Rent |  |
| Insurance |  | Mortgage Interest |  |
| Taxes/ Licenses |  | Other Interest |  |
| Other Expenses |  |
|  |
|  |
|  |

I acknowledge that I have receipts and records regarding my personal business in my possession. I have provided the above summary to Tee’s Tax & Bookkeeping Services for the preparation of my ­­­­­­­­\_\_\_\_\_ individual tax return and provided all the receipts and records.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_