# CORPORATE WORKSHEET

**TAX YEAR** _____

GROSS RECEIPTS OR SALES.....$_____
(gross income received from your business or trade, amounts reported in Box 7 of Form 1099-MISC, etc.)

ADVERTISING.....$_____
(banners, business cards, flyers, newspaper ads, radio, television, website, etc.)

COMMISSIONS AND FEES.....$_____

CONTRACT LABOR.....$_____
(compensation paid to independent contractors and subcontractors)

BUSINESS VEHICLE(S) PURCHASED (only if vehicle is used 100% for the business).....$_____

CAR AND TRUCK EXPENSES (only if vehicle is used 100% for the business).....$_____
(diesel, gasoline, insurance, oil, repairs and maintenance, tires, vehicle tags, etc.)

BUSINESS MILES DRIVEN.....

EMPLOYEE BENEFIT PROGRAMS.....$_____
(accident insurance plans, dependent care assistance programs, disability, education assistance programs, group term life insurance plans, health insurance plans, etc.)

INSURANCE PREMIUMS PAID.....$_____
(business liability, errors and omissions, fire, flood, malpractice, private mortgage insurance (PMI), surety bonds, theft, vandalism, workers' compensation, etc.; DO NOT INCLUDE ANY CAR AND TRUCK EXPENSES)

MORTGAGE INTEREST AND POINTS PAID (for business property only).....$_____
(DO NOT INCLUDE ANY PERSONAL RESIDENCE EXPENSES)

OTHER INTEREST PAID.....$_____
(finance charges on business credit card purchases, interest paid on business loans, etc.)

LEGAL AND PROFESSIONAL SERVICES.....$_____
(accounting, attorney, bookkeeping, credit card merchant fees, payroll processing fees, tax advice, etc.)

OFFICE EXPENSES.....$_____
(postage, post office box rental, etc.)

PENSION AND PROFIT-SHARING PLANS.....$_____
(contributions made to annuity, pension, profit-sharing plans, etc. for the benefit of your employees)

RENT OR LEASE PAYMENTS OF VEHICLES, MACHINERY, AND EQUIPMENT.....$_____

RENT OR LEASE PAYMENTS OF OTHER BUSINESS PROPERTY.....$_____
(land, office space, etc.)

REPAIRS AND MAINTENANCE.....$_____
(improvements and maintaining of business property; DO NOT INCLUDE ANY CAR AND TRUCK EXPENSES)

SUPPLIES, EQUIPMENT, AND TOOLS.....$_____
(cleaning products, computers, copy paper, fax machines, furniture, pencils, pens, printers, etc.)

TAXES AND LICENSES.....$_____
(federal highway use tax, federal and state unemployment tax, social security and medicare taxes paid on payroll, property and real estate taxes, license fees paid to maintain business; DO NOT INCLUDE ANY PERSONAL RESIDENCE EXPENSES)

TRAVEL.....$_____
(hotels, airfare, bus, car rentals, subway, taxicab, train, etc.)

MEALS AND ENTERTAINMENT.....$_____

UTILITIES.....$_____
(cable, garbage, gas, lights, telephone, water, etc.; DO NOT INCLUDE ANY PERSONAL RESIDENCE EXPENSES)

WAGES PAID TO EMPLOYEES.....$_____

OTHER EXPENSES PAID:
(bad debts included in income, bank charges and fees, business cell phone, business internet service, job related education, lumper fees, off-highway fuel, parking fees, professional organization dues, scales, security monitoring and systems, showers, storage, subscriptions, tolls, uniforms (cleaning, clothing, work boots, work shoes), etc.)

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