



Business Name: _____

EIN: _____

Business Income and Expenses Worksheet

To complete your return on a timely basis, you agree to provide us with complete and adequate information. Generally, we will rely in good faith without verification upon information furnished by the client. The return prepared will not, however, ignore the implications of information furnished to, or actually known by, the preparer, and will make reasonable inquires if the information as furnished appears to be incorrect, inconsistent with an important fact or another factual assumption, or incomplete. It is important for you to know that the tax law imposes penalties when a taxpayer makes substantial understatement of tax liability. You are responsible for the proper recording of your transactions, and for the accuracy of your financial records. You also have the final responsibility for the tax return and therefore, should review the return carefully before you sign it. You represent that there is adequate substantiation to support income and deductions including automobile, travel, and entertainment, etc. In preparing your return, we rely on your representation that we have been informed of all applicable transactions and that you understand and have complied with the documentations required for all expenses deductions. You acknowledge that the TAX PREPARER cannot, and will not assist you with figures relating to your expenses and deductions. Your return is subject to examination by taxing authorities. In the event of tax audit, you may be requested to produce documents, records, and other evidence to substantiate the items of income and deductions shown on your tax return. We welcome the opportunity to serve you as your tax return preparers. With this in mind, you can be sure of our commitment to serve you in the finest professional manner.

MUST BE COMPLETED BY THE TAXPAYER ONLY

- YOU HAVE TO KEEP RECORDS THAT SHOW THE AMOUNT AND THE SOURCE OF YOUR GROSS RECEIPTS.
- YOU HAVE TO KEEP RECORDS THAT PROVE CERTAIN ELEMENTS OF YOUR BUSINESS EXPENSES AND PROVIDE DOCUMENTARY EVIDENCE OF YOUR EXPENSES INCLUDING MILEAGE LOGS.

Gross Sales	\$	Insurance	\$	Telephone	\$
Advertising	\$	Interest	\$	Travel	\$
Amortization	\$	Legal/Professional fees	\$	Utilities	\$
Bad Debts	\$	Licenses and Fees	\$	Vehicle Expenses	\$
Bank Charges	\$	Miscellaneous	\$	Wages	\$
Charitable Contributions	\$	Office Expenses	\$	Total Expenses {Add all Expenses}	\$
Commissions	\$	Payroll Taxes	\$		\$
Contract Labor	\$	Postage	\$		
Depreciation	\$	Rent	\$		
Dues & Subscriptions	\$	Repairs and Maintenance	\$		
Employees Benefit Program	\$	Supplies	\$		