

Business Income and Expense Worksheet

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Filer or Business #1

Spouse or Business #2

Type of Business:

Business Name (if applicable)

Sq Footage of Office Area in Home*

(if applicable)

Total Income:

Include any 1099-MISC and/or 1099K forms if received

Mileage

Business Miles Driven

Total Miles Driven

Car Make/Year Acquired

Expenses:

Advertising

Contracted Labor

Insurance (other than health)

Legal & Professional Fees

Office Expense

Rent

Supplies

Taxes & Licenses req'd for bus.

Meals

Entertainment

Travel (hotel, air, car rental)

Cell Phone (amount for business)

Internet (amount for business)

Equipment/Tools

Uniforms

Other _____

Other _____

Other _____

Other _____

*Directly from IRS: "Deduction for home office use of a portion of a residence allowed only if that portion is **exclusively** used on a **regular basis** for business purposes." ****Keep a record of your receipts, but there is no need to include receipts in your packet.**