

BUSINESS TAX WORKSHEET

Year ended _____

Fed ID _____

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Name _____

Business Address _____

GENERAL INFORMATION - Complete this worksheet and bring it with your tax information. Include only business transactions. Use additional sheets to provide information not on this worksheet.

*** If you have paid wages, interest, rents or other items which must be reported to the Internal Revenue Service and have not prepared the reports or received a worksheet from us, contact our office for assistance as soon as possible. List totals for these items on this worksheet.**

Sales and Revenue

Sales: Less sales tax Includes sales tax

_____	_____
_____	_____
_____	_____
_____	_____

Sales tax paid - if included in sales (_____)

Total _____

Return sales _____

Sales discounts and allowances (_____)

Net Sales _____

Cost of Sales

Inventory, beginning of year _____

Merchandise purchases _____

_____	_____
_____	_____

Total purchases _____

Cost of items withdrawn for personal use (_____)

Total _____

Cost of labor _____

Materials and supplies _____

Other costs _____

_____	_____
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Inventory, end of year (_____)

Total cost of sales _____

Gross Profit _____

Other Revenue

Rebates and refunds _____

Finance charges _____

Patronage dividends (list) _____

_____	_____
_____	_____
_____	_____
_____	_____

Total Other Revenue _____

SALES OF BUSINESS PROPERTY AND EQUIPMENT

<u>Description</u>	<u>Date Purchased</u>	<u>Date Sold</u>	<u>Selling Price</u>	<u>Purchase Cost/Basis</u>	<u>Accum Depr</u>	<u>Comments</u>

PURCHASES OF BUSINESS PROPERTY AND EQUIPMENT

<u>Description</u>	<u>Date Purchased</u>	<u>Amount Paid (Cash Difference if Traded)</u>	<u>Item Traded</u>		
			<u>Description</u>	<u>Purchase Date</u>	<u>Cost</u>

Include copies of invoices for purchases.

INTEREST ALLOCATION SCHEDULE

Current tax laws put limits on interest deductions and require taxpayers to allocate interest expense into several categories. Use this schedule to make the necessary allocations.

<u>Name of Lender</u>	<u>Purpose of Loan</u>	<u>Total</u>	<u>Allocation of Interest</u>		
			<u>Business Mortgage</u>	<u>Business General/Other</u>	<u>Personal</u>
Totals (To Page 2)					

Comments and Notes:
