**2013 GENERAL BUSINESS**

**INCOME**

1. **GROSS RECEIPTS \_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **AMOUNT OF RETURNS AND ALLOWANCES \_\_\_\_\_\_\_\_\_\_\_\_\_**

**COST OF GOODS SOLD**

1. **BEGINNING INVENTORY \_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **MERCHANDISE PURCHASED \_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **ENDING INVENTORY \_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEDUCTIONS**

1. **UNION DUES \_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **TAX PREPARATION \_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **AUTO EXPENSE :**

 **Year, Make, Model Date Acqrd Odometer Reading Date Taken**

# Vehicle #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**Vehicle #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|   | **Vehicle #1** | **Vehicle #2** |
| Total miles driven | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total miles for business | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Gas, oil, and lubrication | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Repairs | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tires/Batteries/Supplies | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Insurance | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Lease cost  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Wash and wax | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Auto club | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Loan interest (Schedule “C”) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| License (DMV Renewal) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sales tax (if you purchased a car) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Parking | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |

**NOTE: Two vehicles are listed when a replacement is purchased in the course of the year or when two cars are used concurrently. Please bring purchase papers on newly acquired vehicles.**

1. **TRAVEL**: Note cities and number of days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Air Fares | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Cost of Lodging | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meals | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Tips & Baggage | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Laundry & cleaning | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Local Transportation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(Taxis, subways, car rental, cost to and from airports)

 **2013 GENERAL BUSINESS - page 2**

* **ACCOUNTING \_\_\_\_\_\_\_\_\_\_\_\_**
1. **ADVERTISING \_\_\_\_\_\_\_\_\_\_\_\_**
2. **ANSWERING SERVICE/BEEPER \_\_\_\_\_\_\_\_\_\_\_\_**
3. **BANK CHARGES (Only if you have a business account) \_\_\_\_\_\_\_\_\_\_\_\_**
4. **BUSINESS GIFTS (Limited to $25 per gift, per person) \_\_\_\_\_\_\_\_\_\_\_\_**
5. **COMMISSIONS \_\_\_\_\_\_\_\_\_\_\_\_**
* **DUES AND PUBLICATIONS \_\_\_\_\_\_\_\_\_\_\_\_**
* **ENTERTAINMENT (Business meeting in restaurants, etc.) \_\_\_\_\_\_\_\_\_\_\_\_**
1. **EQUIPMENT RENTAL \_\_\_\_\_\_\_\_\_\_\_\_**
2. **FREIGHT/DELIVERY \_\_\_\_\_\_\_\_\_\_\_\_**
3. **INSURANCE \_\_\_\_\_\_\_\_\_\_\_\_**
4. **JANITORIAL SERVICES \_\_\_\_\_\_\_\_\_\_\_\_**
5. **LEGAL AND PROFESSIONAL FEES \_\_\_\_\_\_\_\_\_\_\_\_**
6. **LICENSES AND PERMITS \_\_\_\_\_\_\_\_\_\_\_\_**
7. **MAINTENANCE \_\_\_\_\_\_\_\_\_\_\_\_**
8. **OFFICE SUPPLIES \_\_\_\_\_\_\_\_\_\_\_\_**
9. **OFFICE IN HOME (Total amount of rent) \_\_\_\_\_\_\_\_\_\_\_\_**
10. **ONLINE SERVICES \_\_\_\_\_\_\_\_\_\_\_\_**
11. **OUTSIDE SERVICES (Fees you paid to others) \_\_\_\_\_\_\_\_\_\_\_\_**
12. **PENSION AND PROFIT SHARING PLANS (Not IRAs) \_\_\_\_\_\_\_\_\_\_\_\_**
13. **POSTAGE \_\_\_\_\_\_\_\_\_\_\_\_**
14. **PRINTING \_\_\_\_\_\_\_\_\_\_\_\_**
15. **RENT ON BUSINESS PROPERTY \_\_\_\_\_\_\_\_\_\_\_\_**
16. **REPAIRS TO EQUIPMENT OTHER THAN CAR \_\_\_\_\_\_\_\_\_\_\_\_**
17. **SALARIES AND WAGES \_\_\_\_\_\_\_\_\_\_\_\_**
18. **STORAGE \_\_\_\_\_\_\_\_\_\_\_\_**
19. **SUPPLIES \_\_\_\_\_\_\_\_\_\_\_\_**
20. **TAXES (This could be business, property, payroll, or sales. List type & amount) \_\_\_\_\_\_\_\_\_\_\_\_**
21. **TELEPHONE \_\_\_\_\_\_\_\_\_\_\_\_**
22. **UNIFORMS \_\_\_\_\_\_\_\_\_\_\_\_**
23. **UTILITIES \_\_\_\_\_\_\_\_\_\_\_\_**
24. **BUSINESS EQUIPMENT:**

|  |  |  |
| --- | --- | --- |
| **TYPE OF EQUIPMENT** | **PURCHASE DATE** | **COST** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |

**Others you don’t see a place for, questions, and notes:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**