

BUSINESS INFORMATION

HOME OFFICE:

Total square footage of home/apartment: _____
Square footage of home office (length X width): _____
(ex: 10' X 12' = 120 sq ft)

(This section for home office only)

****Vehicle 1:** Y/M/M _____

Vehicle 2: Y/M/M _____

****Vehicle 1:** (Tot Business miles): _____

Vehicle 2:(Tot Business miles): _____

Beg of Tax Yr (odometer reading) _____

Beg of Tax Yr (odometer reading) _____

Ending of Tax Yr (odometer reading) _____

Ending of Tax Yr (odometer reading) _____

TOTAL MILES (business and personal) _____

TOTAL MILES (business and personal) _____

(as of January of the tax year)

(as of January of the tax year)

End of yr _____

Assets acquired (for the business ONLY)

Note: do not give me items that I already have!

(examples)

Date acquired

Cost

(denote new or used when purchased)

computer: _____
printer: _____
coat rack: _____
scanner: _____
shelf: _____
desk: _____

AMOUNT

Casualty & Losses (theft/fire/flood etc):

(Additional info needed) Date acquired, date of loss, original cost,
any reimbursements, value after loss.

Mortgage Interest:

Real Estate Taxes:

Insurance: (home)

Repairs & Maintenance:

Utilities:

electric: _____
water: _____
gas: _____
internet/cable _____

Cell phone _____

Bus. phone: _____

Other Expenses:

Depreciation Of Your Home

Value Of Land (Ex Tarrant Appraisal District [found in tax assessment])

Basis Of Building (Cost of home)

ADDITIONAL BUSINESS EXPENSES / INCOME

Business start-up date: _____
Name of Business: _____
Type of Business: _____

AMOUNT

Income: _____

Sales Taxes: (paid to state controller if applicable) _____

Estimated taxes : (current year and date paid) _____

Advertising: (business card, signs, flyers) _____

Bad Debts From Sales Or Services: _____
(did you attempt to recoup losses back by correspondence?)

Commissions & Fees: _____

Insurance: (medical) _____

Office Expense: _____

Rent / Lease Expenses: _____

Supplies: _____

Taxes & Licenses: _____

Travel (airfare, hotel, rental car): _____

Meals & Entertainment: _____

Wages: (paid to employees) _____

Moving Expenses: _____
Lodging: _____
Storage: _____

Other Expenses: (Bank fees etc.) _____

<<<<<<Questions or Comments>>>>>> _____
