

NAME: _____

20 _____

BUSINESS WORKSHEET

Gross receipts or sales\$ _____

Cost of Goods Sold—Please see other side if applicable.

Did you receive a PPP LOAN? YES or NO (circle one). Date the PPP loan was approved? _____

If you circled YES, how much of the PPP Loan was forgiven?.....\$ _____

OTHER EXPENSES:

Accounting\$ _____

Advertising.....\$ _____

Answering service.....\$ _____

Bank Charges\$ _____

Car and truck expenses **ARE ON THE OTHER SIDE OF THIS WORKSHEET**

Commissions and fees (**Note:** Anyone paid \$600 or more must be issued a Form 1099-MISC).....\$ _____

Contract Labor\$ _____

Delivery and freight\$ _____

Dues and subscriptions.....\$ _____

Employee benefit programs\$ _____

Insurance (other than health).....\$ _____

Interest—Mortgage, banks, etc (Form 1098).....\$ _____

 Other\$ _____

Janitorial.....\$ _____

Laundry and cleaning.....\$ _____

Legal and professional services\$ _____

Office expense\$ _____

Outside services\$ _____

Postage\$ _____

Printing.....\$ _____

Rent or lease.....\$ _____

Repairs\$ _____

Security\$ _____

Supplies.....\$ _____

Real Estate Taxes\$ _____

Payroll Taxes\$ _____

Sales tax included in gross receipts.....\$ _____

Other taxes\$ _____

Telephone, land and cell\$ _____

Tools (**USE OTHER SIDE TO LIST NEW EQUIPMENT ACQUISITIONS**)\$ _____

Travel expenses (**Do not include** meals & entertainment)\$ _____

Meals with Clients\$ _____

Uniforms\$ _____

Utilities.....\$ _____

Wages and salaries\$ _____

Education and seminar expense\$ _____

Gifts\$ _____

Internet expense\$ _____

Expendable Software\$ _____

Other: _____ \$ _____

_____ \$ _____