



C.A.T.S. Tax Service, Inc.

Enrolled Agents

BUSINESS INCOME AND EXPENSES

Single Member LLC ☐

Sole Proprietor ☐

Business Name

Total Sales/ Income

Type of Business (Explain)

EXPENSES

Accounting \$

Advertising \$

Bank Charges/ Merchant Fees \$

Car and Truck Expense Use Business Vehicle Worksheet

Freight Delivery \$

Postage \$

Dues & Publications \$

Insurance (Other than health) \$

Interest - Banks, Credit Cards,etc. \$

Janitorial \$

Laundry & Cleaning \$

Legal & Professional \$

Office in Home Expense Use Office in Home Worksheet

If you rent office space Office Building Rent \$

Office Repairs & Maint \$

Office Utilities \$

Office Supplies/ Expense \$

Outside Services (subcontractors) \$

Parking & Tolls \$

Payroll (if applicable) Provide W-2's & Quarterlies

Printing & Reproduction \$

Rent - Vehicles, Machinery, Equip. \$

Alarm/ Security \$

Sales Tax (included in Gross Receipt.) \$

Business Property Tax \$

Telephone \$

Tools \$

Travel Expense \$

Meal Expense \$

Entertainment Expense (CA Only) \$

Uniforms \$

Other (describe) \$

COST OF GOODS SOLD

Inventory Beginning of Year \$

Purchases \$

Cost of Items Personal Use \$

Cost of Labor \$

Materials & Supplies \$

Other \$

Other \$

Inventory End of Year \$

ASSETS PURCHASED (Furniture, Equipment, etc.)

Date	Amount	Asset
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

NO RECEIPTS, totals only!

You may enquire about bookkeeping services. Additional fees apply