

**2017 Business or Professional - Worksheet**

**INCOME – The actual amount you received**

Sales	\$	Commissions, Prizes & Awards	
Fees for Services		Business Vehicle/Equip Sold	
Sales Tax Collected		Less: Refunds Given	

**INVENTORY – At cost (NOT at the retail/resale value)**

1-1-16 Beginning Inventory	\$	Less: Used for Demonstrations	
Purchases of Materials/Mdse			
Less: Personal Use Items		12-31 Ending Inventory (at cost)	

**EXPENSES**

Advertising		Tools	
Answering Service		Travel – hotel, flight, rental car	
Bad Debts		Meals & Entertainment	
Bank Charges			
Car/ Truck Expenses(on back)	XXXXXX	Uniforms	
Commissions		Utilities (home office on back)	
Contract Labor		Wages & Salaries	
Delivery & Freight		Other Expenses	
Dues & Subscriptions		Conventions & Seminars	
Employee Benefit Programs		Education & Training	
Health Insurance (Owners)		Website Setup & Service	
Health Insurance (Employees)		Software Costs	
Insurance (Other than health)		<b>Mary Kay Deductions:</b>	
Janitorial		Inventory Used for Demos	
Laundry & Cleaning		Section 2 Supplies	
Legal & Professional		Unrecovered Sales Tax	
Office Expense			
Outside Services			
Parking & Tolls			
Postage			
Printing			
Rent – Vehicles, Equipment			
Rent – Building			
Repairs			
Security		*IRS safe harbor for cell phones	
Supplies		is 50% of expenses. Your	
Taxes – Real Estate		Home phone is not deductible	
- Payroll		Unless you have more than 1	
- Sales Tax		Line.	
Telephone*		<b>Did you issue 1099s required by law?</b>	

**(circle one) Yes No Not Required**

If you paid \$600 or more to an individual, partnership, Non-corporate LLC or an attorney for services or interest (on a loan), you are required to file 1099s by January 31<sup>st</sup>.

