

Annualized Business or Rental Income and Expenses

Business Name or Description: _____

Tax Year: _____ **EIN (if applicable):** _____

One Business Entity or Rental Property Per Form

Revenue

Gross Sales		
Less: Sales Returns and Allowances		
Net Sales		

Cost of Goods Sold

Only For Selling Goods, Not Services

Beginning Inventory		
Add: Purchases		
Freight-in		
Direct Labor		
Indirect Expenses		
Inventory Available		
Less: Ending Inventory		
Cost of Goods Sold		

Expenses

Advertising		
Amortization		
Bad Debts		
Bank Charges		
Charitable Contributions		
Commissions		
Contract Labor		
Depreciation		
Dues and Subscriptions		
Employee Benefit Programs		
Insurance		
Interest Paid		
Legal and Professional Fees		
Licenses and Fees		
Deductible Meals		
Other Expense (explain)		
Office Expense		
Payroll Taxes		
Postage		
Rent		
Repairs and Maintenance		
Supplies		
Taxes Paid		
Telephone		
Travel		
Utilities		
Vehicle Expenses or Mileage Log		
Wages Paid		
Total Expenses		

Other Income

Gain (Loss) on Sale of Assets		
Interest Income		
Total Other Income		

Above Info Provided By: _____ Date: _____