

# GREGORY'S

## Tax and Bookkeeping Services

Please remember that YOU, the client, are responsible for justifying any figures to the IRS

### Sole Proprietor / Self-Employment

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_

Tax Year: \_\_\_\_\_

Gross Sales..... \_\_\_\_\_

Beginning Inventory..... \_\_\_\_\_  
Ending Inventory..... \_\_\_\_\_

#### Expenses

Advertising..... \_\_\_\_\_

#### **Insurance**

Workers Compensation..... \_\_\_\_\_

Business Insurance..... \_\_\_\_\_

Unemployment Insurance... \_\_\_\_\_

#### **Interest Expense**

Business Credit Card..... \_\_\_\_\_

Business Loan..... \_\_\_\_\_

#### **Other Interest Expenses / Amount**

\_\_\_\_\_  
\_\_\_\_\_

#### **Rentals**

Equipment / Tools..... \_\_\_\_\_

Vehicle..... \_\_\_\_\_

#### **Other Rentals / Amount**

\_\_\_\_\_  
\_\_\_\_\_

#### **Repairs - not Automobile**

Equipment-Computer..... \_\_\_\_\_

Other \_\_\_\_\_

#### **Travel Expenses**

Hotel / PV Park / Lodging.. \_\_\_\_\_

Travel Meals..... \_\_\_\_\_

Days Away From Home.... \_\_\_\_\_

#### **Office Expenses**

Pens, Pads, Paper, etc..... \_\_\_\_\_

Subscriptions..... \_\_\_\_\_

Client Gifts..... \_\_\_\_\_

Dues / Membership Fees..... \_\_\_\_\_

Legal and Professional Fees. \_\_\_\_\_

Building Property Taxes..... \_\_\_\_\_

Rent..... \_\_\_\_\_

Supplies..... \_\_\_\_\_

Cell Phone..... \_\_\_\_\_

Electrical..... \_\_\_\_\_

Gas..... \_\_\_\_\_

Water..... \_\_\_\_\_

Cable / Satellite..... \_\_\_\_\_

Business Phone..... \_\_\_\_\_

Business License..... \_\_\_\_\_

Job Materials..... \_\_\_\_\_

#### **Office Information**

Office In Home (yes/no)?..... \_\_\_\_\_

Space Rent (yes/no)?..... \_\_\_\_\_

Purchased (yes/no)?..... \_\_\_\_\_

Mortgage Interest..... \_\_\_\_\_

Total Building Square Footage \_\_\_\_\_

Area Used Square Footage.... \_\_\_\_\_

**Entertainment Expenses**

Business Meals.....

Business Outings.....

Work Clothing / Uniforms.....

Continuing Education.....

Business Taxes.....

**Entertainers**

Makeup/Hair/Body Art.....

Fitness Program.....

Music.....

**Equipment / Furniture**

(list items over \$100 in value - total rest in Small Equipment)

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Small Equipment.....

**Wages / Labor / Taxes**

Gross Payroll Wages.....

Subcontracted Labor.....

Outside Labor.....

Day Labor.....

Payroll Taxes Paid.....

**Fishing Guides**

Client Meals.....

Client Shuttle.....

Personal Meals.....

**Other Expenses**

(list anything else you spent money on)

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Notes/Comments:

Please visit our Office in Home and Auto Expense web pages!!

your email address: