

**2020 BUSINESS INCOME & EXPENSES**

*Please give as much detail as possible on additional pages.  
You can use Quicken or any other way of presenting this information.*

Name of Business \_\_\_\_\_  
 Owner/Owners? \_\_\_\_\_  
 Date Started \_\_\_\_\_ Is this an LLC? \_\_\_\_\_

.....  
 PPP Loan: Amount \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Loan # \_\_\_\_\_  
 Did you close at all due to COVID 19? Yes \_\_\_ No \_\_\_ If yes, # of days closed? \_\_\_\_\_

INCOME	
List Type of Income	Amount
1. Income	
2. Sales Tax Collected	
3. Total Income (1+2)	
4. Other Income _____	
5. Other Income _____	

INVENTORY	Cost
Inventory Cost 1/1/20	
Purchased during 2020	
Inventory Cost 12/31/20	

EXPENSES	
Advertising	
Bank Charges	
Commissions & Fees	
Contract Labor (issued 1099 NEC?)	
Equipment, small (List large)	
Insurance - business	
Interest paid on loans, credit card	
Legal Fees	
Meals	
Office Supplies	
Other Supplies	
Rent (issued 1099 MISC?)	
Repairs & Maintenance	
Tax Preparation	
Taxes & Licenses	
Telephone	
Travel - transportation	
Travel - lodging	
Utilities	
Other	
Other	

AUTO INFORMATION	Auto #1	Auto #2
Type of Auto		
Date Placed in Service		
Original Cost		
Date Purchased		
Odometer 12/31/20		
Odometer 1/1/20		
Total Miles		
Business Miles		
Commuting Miles		
Interest on Loan		
Tolls & Parking		

***If you use actual auto expenses instead of mileage rate, please provide, in addition:***

Gasoline		
Repairs, Maintenance		
Insurance		
Registration		
Memberships		
Tires		

Larger Equipment: list each type, date & cost		