

2021 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?** _____

Did you close at all due to COVID 19? Yes ___ No ___ **If yes, # of days closed?** _____

INCOME	Amount
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 1/1/21	
Purchased during 2021	
Inventory Cost 12/31/21	

EXPENSES	
Advertising	
Bank Charges	
Commissions & Fees	
Contract Labor (issued 1099 NEC?)	
Equipment, small (List large)	
Education & Training	
Insurance - business	
Interest paid on loans, credit card	
Legal Fees	
Meals	
Memberships and Dues	
Office Supplies	
Other Supplies	
Postage & Mailing	
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 12/31/21		
Odometer 1/1/21		
Total Miles		
Business Miles		
Commuting Miles		
Interest on Loan		
Tolls & Parking		
<i>If you use actual auto expenses instead of mileage rate, please provide, in addition:</i>		
Gasoline		
Repairs, Maintenance		
Insurance		
Registration		
Memberships		
Tires		

Larger Equipment: list each type, date & cost		

Other	
Other	