



AFFORDABLE TAX SERVICE

2440 SE Federal Hwy, Ste. 706
Stuart, FL 34994
(772) 647-8461

BASIC TAX WORKSHEET FOR S-CORPS

COMPANY INFORMATION	
NAME:	
EIN:	Date Business Started
SERVICE/PRODUCT:	
ADDRESS:	
ADDRESS:	

SHARE HOLDER INFORMATION			
NAME		# Shares Owned	
SSN:		Date Ownership started	
ADDRESS:			
NAME		# Shares Owned	
SSN:		Date Ownership started	
ADDRESS:			
NAME		# Shares Owned	
SSN:		Date Ownership started	
ADDRESS:			

INCOME	
Gross Receipts and Sales	
Returns and Allowances (Refunds and Coupons)	
Interest Income:	
Total Income	

COST of GOODS SOLD (COGS)	
Opening Inventory	
Inventory Purchases	
Materials and Supplies	
Labor	
TOTAL	
Ending Inventory	
TOTAL COGS	



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AUTO EXPENSES			
Gas			
Insurance			
Licenses			
Repairs, Maintenance and Service			
Parking and Tolls			
Registration			
Other:			
Other:			
Other:			
TOTAL AUTO EXPENSES			
MILEAGE:	Vehicle #1	Vehicle #2	Vehicle #3
Business Miles			
Personal Miles			
Commuting Miles			

ASSETS				
Description	Date Purchased	Cost	Prior Yr Depreciation	Accumulated Depreciation

S-Corp Balance Sheet			
End of Year Assets		End of Year Liabilities	
Cash		Accounts Payable	
Bank Account Balance		Loans from Shareholders	
Accounts Receivable		Credit Card Balances	
Inventories		Loan Balances	
Loans to Shareholders		Other Current Liabilities	
Other Current Assets		Capital Stock	
		Retained Earnings	



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EXPENSES	
Accounting	
Advertising	
Bank Charges	
Cell Phone	
Dues & Subscriptions	
Education & Training	
Equipment Rental / Lease	
Gifts	
Independent Contractors	
Insurance:	
Building:	
Liability:	
Workers Comp:	
Other:	
Interest Expense	
Internet	
Janitorial	
Legal Professional	
Tax Professional	
Marketing (promotional materials)	
Meals (Clients, Traveling away from home)	
Meals (Parties, Catering Svcs.)	
Office Supplies	
Payroll	
Officer Wages & Benefits - 2% or greater Shareholder	
Officer Wages- Non-Shareholder	
Wages - 2% or greater Shareholder	
Wages - Non-Shareholder	
Payroll Processing Expense	
Permits & Fees	
Postage / Shipping	
Printing / Reproduction	
Rent	
Repairs / Maintenance	
Security	
Software	
Supplies (Other Less then \$200)	
Taxes / Licenses	
Property Taxes	
Payroll Taxes	
County Taxes	
Sales Tax	
Professional Licenses	
Corporation Fees	
Telephone	
Business % of cell phone	
Small Tools	
Travel	
Hotel	
Airfare	
Meals	
Uniforms	
Utilities	
Other	
Other	
Other	