



AFFORDABLE TAX SERVICE

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

COMPANY INFORMATION

NAME: _____

EIN: _____

SERVICE/PRODUCT: _____

ADDRESS: _____

ADDRESS: _____

INCOME

Gross Receipts and Sales _____

Returns and Allowances (Refunds) _____

Interest Income: _____

TOTAL INCOME _____

COST of GOODS SOLD (COGS)

Opening Inventory _____

Inventory Purchases _____

Materials and Supplies _____

Labor _____

Ending Inventory _____

AUTO EXPENSES

Gas _____

Insurance _____

Licenses _____

Repairs, Maintenance and Service _____

Parking and Tolls _____

Registration _____

Interest _____

Other: _____

Other: _____

TOTAL AUTO EXPENSES _____

MILEAGE:	Vehicle #1	Vehicle #2	Vehicle #3
Business Miles			
Personal Miles			
Commuting Miles			



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ASSETS				
Description	Date Purchased	Cost	Prior Yr Depreciation	Accumulated Depreciation

EXPENSES			
Advertising	_____		Supplies (Other - Less then \$200)
Bank Charges	_____		Taxes / Licenses
Commissions & Fees	_____		Property Taxes
Contract Labor	_____		Payroll Taxes
Dues & Subscriptions	_____		County Taxes
Education & Training	_____		Sales Tax
Employee Benefits	_____		Professional Licenses
Gifts	_____		Corporation Fees
Insurance:	_____		Telephone - Landline
Building:	_____		Business % of cell phone
Liability:	_____		Small Tools
Workers Comp:	_____		Travel
Other:	_____		Hotel
Interest Expense	_____		Airfare
Legal & Tax Professional Services	_____		Meals (Clients, Traveling away from home)
Office Supplies	_____		Meals (Parties, Catering Svcs.)
Pension / Profit sharing	_____		Utilities
Permits & Fees	_____		Wages
Postage / Shipping	_____		Other
Printing / Reproduction	_____		Other
Rent	_____		Other
Repairs / Maintenance	_____		Other

By Signing Below you are certifying that the information provided is correct and understand that you need to keep supporting documentation to support your claim for income and expenses for at least 5 years on a business.

Business Owner Printed Name

Date

Business Owner Signature