

2023 SMALL BUSINESS WORKSHEET

Name Federal ID#
Address Main Business Activity

Expenses

- Advertising
Car/Truck Expense*
Employee Benefits (including meals)
Insurance - Business
Interest - Mortgage - Other
Legal/Professional
Tax & Accounting Fees
Office Expense
Rent/Leases
Repairs
Supplies
Taxes/Licenses
Travel
Entertainment/Meals (not for employees)
Utilities/Electricity
Wages Paid (W-2 filed)

Other Expenses:

- Postage
Telephone
Dues/Publications
Other (List):

Total Sales \$

Beginning Inventory

Purchases-current year (less personal use)

Ending Inventory

Cost of Goods Sold

*Standard Mile Deduction

Total Miles

Business Miles:

Commuting Miles

Other Miles

*Do you have another vehicle for personal use? Y N

*Do you have evidence to support your deduction? Y N

*Is the evidence written? Y N

Office in Home Deduction

Do you have an office in your home that you are deducting expenses for? Y N (list these expenses separately from business expenses)

Or sq ft of office for simplified method

Health Insurance Premiums

(not pre-tax on W-2)

I have read and understand the "Business or Hobby" worksheet. Yes No Initial:

Did you make payments in 2023 which require you to file Form(s) 1099? Yes No Initial:

If so, have 1099's been prepared? Yes No Initial:

SIGNATURE - PLEASE SIGN

I certify that all the information listed is correct and complete, and may be relied upon to prepare my income tax returns.

(Taxpayer's Signature)

(Date)

Please list any business assets purchased or sold on another sheet, AND indicate if it is new or used.