

BUSINESS INCOME & EXPENSE FORM

First and Last Name

Email

BUSINESS INCOME:

Income

EXPENSES:

Advertising

Meals & Entertainment

Bad Debt

Insurance

Interest

Business Tax, Lic., Mem. & Fees

Office Expenses

Professional Fees

Management & Administration Fees

Rent

Repairs & Maintenance

Salaries, Wages & Benefits

Property Tax

Travel Expense

Utilities

Telephone

Internet

Fuel Cost (Not Vehicles)

Delivery, Freight & Express

BUSINESS USE OF HOME:

How many rooms in your home did you use for your business?

What is the square footage of your office?

What is the square footage of your home?

HOME EXPENSES:

Heat

Electricity

Water

Home Insurance

Maintenance

Mortgage Interest

Property Tax

Other Expense (please specify)

VEHICLE EXPENSE:

Fuel

Interest

Insurance

Licence & Registration

Maintenance & Repairs

Leasing

Other Expenses (please specify)