



BUSINESS TAX INFORMATION WORKSHEET - 2020

Owner's Name _____ Social Security # _____
 Business Name _____ Identification # _____
 Address _____ Type of Business _____

SALES

\$ _____ \$ _____ PPP Loan Amount
 \$ _____ \$ _____ \$ _____

COST OF SALES

Beginning Inventory.....\$ _____
 Purchases of Merchandise for Resale\$ _____
 Ending Inventory\$ _____

EXPENSES

Advertising\$ _____	Travel\$ _____
Bad Debts\$ _____	Meals\$ _____
Car & Truck Expenses\$ _____	Entertainment.....\$ _____
Commissions.....\$ _____	Utilities\$ _____
Contract Labor.....\$ _____	Wages.....\$ _____
Employee Benefit Programs\$ _____	Telephone\$ _____
Insurance (other than health)\$ _____	Telephone Base Charge\$ _____
Interest (mortgage).....\$ _____	Bank Service Charge\$ _____
Interest (other).....\$ _____	Dues & Publications.....\$ _____
Legal & Profess. Services\$ _____	Laundry & Cleaning.....\$ _____
Office Expense.....\$ _____	Freight & Postage\$ _____
Rent on Mach. & Equip.\$ _____	_____ \$ _____
Rent on Other Business Prop.....\$ _____	_____ \$ _____
Repairs/Maintenance\$ _____	_____ \$ _____
Supplies.....\$ _____	VEHICLE MILEAGE
Taxes (payroll).....\$ _____	Total Mileage _____
Taxes (property).....\$ _____	Business Mileage _____
Taxes (business) & Licenses\$ _____	

NEW PURCHASES * Please bring purchase agreements for any trades or complete all lines below

ITEM PURCHASED	DATE ACQUIRED	PURCHASE PRICE	TRADE-IN	ALLOWANCE	CASH PAID

ASSETS SOLD

HOME OFFICE & STORAGE SPACE

ITEM SOLD	DATE SOLD	SALE PRICE	Home Office & Storage Space _____ Sq. Ft
			Total Size of House _____ Sq. Ft

Do you pay employee's health insurance? Yes _____ No _____
 Did you use proceeds from debt for **personal** expenditures, assets or investments? Yes _____ No _____

To the best of my knowledge, the enclosed information is correct and includes all income, deductions, and other information for the preparation of this year's income tax return, for which I have adequate contemporaneous records.

Signature _____ Date _____