

**BUSINESS TAX INFORMATION WORKSHEET
 2020 TAX PLANNING**

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

NEW PURCHASES

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
_____	_____	_____	
_____	_____	_____	

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 _____