

Business Name _____	Fed ID # _____
Business Address _____	State ID # _____
City _____ State ____ Zip _____	Phone _____
	Cell Phone _____

2016 Profit and Loss Statement		
	Sales / Income	
	Bank Deposits	
1	Accounting	
2	Advertising	
3	Automobile Miles (yearly business related)	
4	Automobile & Truck expense	
5	Bank charges	
6	Cleaning & Laundry	
7	Commissions expense (employees)	
8	Credit card machine charges	
9	Delivery & Freight	
10	Dues & Subscriptions	
11	Equipment purchased	
12	Gifts	
13	Insurance	
14	Interest paid (loans or credit card)	
15	Janitorial	
16	Legal & Professional	
17	Meals & Entertainment	
18	Miscellaneous	
19	Office Expense	
20	Office Supplies	
21	Outside Service i.e. lawncare	
22	Parking fees and tolls	
23	permits and fees	
24	Postage	
25	Printing	
26	Rent	
27	Rental Equipment	
28	Repairs	
29	Salaries	
30	Security	
31	Subcontract labor (1099's)	
32	Supplies other	
33	Taxes and licenses	
34	Telephone	
35	Tools	
36	Travel	
37	Uniform	
38	Utilities	
	cost of goods sold section	
	Beginning inventory on Jan 01,2014	----->

	Purchases of inventory or supplies used in your business ----->	
	Ending inventory as of December 31,2014 ----->	
By signing this worksheet you are agreeing that all information contained above was supplied by you and is true to the best of your knowledge and does not contain false and misleading information designed to defraud the Internal Revenue Service.		
Client Signature _____		Date / /