

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

2020 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 01,2020 ----->
	Purchases of inventory or supplies used in your business ----->
	Ending inventory as of December 31,2020 ----->

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 / /