

# ONLINE SALES INCOME & EXPENSE WORKSHEET

YEAR \_\_\_\_\_

NAME \_\_\_\_\_ Federal ID # \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS OF BUSINESS \_\_\_\_\_

PRODUCT SOLD \_\_\_\_\_

How many months was this business in operation during the year? 12 Months  OR From \_\_\_\_\_ To \_\_\_\_\_How many hours during the year did you and/or your spouse devote to this business? FULL TIME  OR # of hours \_\_\_\_\_Is any portion of your investment in this business *not* subject to payback by you? YES  NO 

## ▼ BUSINESS INCOME ▼

GROSS SALES OF PROPERTY YOU PURCHASED FOR RESALE		RETURNS / REFUNDS	Amount included in Gross Sales that was refunded to your client	
GROSS SALES OF PROPERTY YOU ORIGINALLY PURCHASED FOR PERSONAL USE		OTHER INCOME	Directly related to your business	
SALES TAX COLLECTED	If not included in above			

## ▼ Sales of Equipment Held for Business Use ▼

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost

## ▼ BUSINESS EXPENSES (cost of goods sold) ▼

PURCHASE OF PRODUCT & SUPPLIES FOR RESALE		PRODUCTS PURCHASED FOR PERSONAL USE & ADDED TO INVENTORY		
PERSONAL USE	Actual cost of items in purchases used by you or your family	INVENTORY AT END OF YEAR	Original Cost	Market Value
FREIGHT-IN	Shipping cost to receive product or materials, if not included in purchases	How did you arrive at inventory value? Actual Cost <input type="checkbox"/> Other (explain) _____		
OTHER COSTS				

## ▼ CAR and TRUCK EXPENSES ▼

	VEHICLE 1	VEHICLE 2
Year and Make of Vehicle		
Date Purchased (month, date and year)		
Ending Odometer Reading (December 31)		
Beginning Odometer Reading (January 1)	-	-
Total Miles Driven (End Odo - Begin Odo)		
Total Business Miles (do you have another vehicle?)		
Total Commuting Miles		
Parking Fees and Tolls		
License Plates		
Interest		
<i>Continue below if you take actual expense (must use actual expenses if you lease)</i>		
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.		
Lease Costs		

## ▼ OFFICE in HOME ▼

Date Acquired Home
Total Cost
Cost Of Land
Cost Of Improvements
Sq. Footage Of Home
Sq. Footage Of Office Area
Rent Paid (If You Rent)
Interest
Taxes
Utilities/Garbage
Insurance
Repairs/Maintenance
Hours Used Per Week
Hours Worked Per Week

## ONLINE SALES EXPENSES (continued)

<b>ADVERTISING/PROMOTION:</b> Ads, business cards, promotional giveaways, greeting cards, exposure costs (homepage, features), etc.	
<b>EMPLOYEE BENEFITS:</b> Health insurance, company party, mileage reimbursements, etc.	
<b>FEES PAID:</b> Listing fees	
Display fees (borders, lettering, highlighting, photos)	
Grading fees, appraisals	
PayPal, credit card service fees, etc.	
<b>INSURANCE:</b> Worker's comp, business liability (do not include auto/truck/health)	
<b>INTEREST:</b> Mortgage (on business bldg.):	
Paid to financial institution	
Paid to individual	
<b>OTHER INTEREST:</b> (do not include auto or truck)	
List life insurance loans separately	
Business-only credit card	
<b>*LEGAL &amp; PROFESSIONAL:</b> Attorney fees for business, accounting fees, bonds, permits, etc.	
<b>OFFICE EXPENSE:</b> Stationery, office supplies, pens, etc.	
<b>PENSION/PROFIT SHARING:</b> Employees only	
<b>*RENT/LEASE:</b> Machinery and equipment	
Ebay (or other site) store rent	
Other business property, storage	
<b>*REPAIRS &amp; MAINTENANCE:</b> Building, equipment, etc. (do not include auto or truck)	
<b>SUPPLIES:</b> Misc. (not included elsewhere)	
Small tools	
<b>TAXES:</b> Licenses (not auto/truck)	
Real estate of business building & land	
Sales tax (if included in gross sales)	
Payroll (your share Soc.Sec./Medicare)	
<b>TRAVEL</b> (number of nights away):	
City _____ Nights out ____ City _____ Nights out ____	
City _____ Nights out ____ City _____ Nights out ____	
City _____ Nights out ____ City _____ Nights out ____	

<b>EXPENSES (AWAY FROM HOME OVERNIGHT):</b>	
Lodging	
Meals & tips (keep total separate from other costs)	
Convention fees	
Cruise ship convention/seminar	
Airplane or train fares	
Auto rental, taxis or bus fares	
Other (incidentals, laundry, etc.)	
<b>MEALS &amp; ENTERTAINMENT:</b>	
Business meals	
Gifts (limited to \$25 per individual or couple)	
Tickets	
<b>UTILITIES &amp; TELEPHONE:</b>	
Electricity (business bldg.)	
Natural gas/heating fuel (business bldg.)	
Garbage, water, sewer (business bldg.)	
Telephone (bus. line, second line, fax line, other)	
Internet services, web site	
Business long distance (from home telephone)	
Cellular services, paging services	
<b>WAGES:</b> (bring your copy of W-2s/941s if they have been filed)	
Wages to spouse (subject to Soc.Sec. and Medicare tax)	
Children under 18 (not subject to Soc.Sec. and Medicare tax)	
Other	
<b>OTHER EXPENSES</b> (not listed elsewhere):	
Bank charges	
Dues, publications, books	
Education, seminars, workshops	
Laundry & cleaning of sale items	
Photography	
Printing, copying	
Show Fees	
Shipping (boxes, packing materials, tape, labels, postage/shipping fees)	
Trading assistant expenses	
Other	

### EQUIPMENT PURCHASED

(Computers, furnishings, cameras, copiers, postage machines, scales, scanners, etc.)

Item Purchased	Date Purchased	Business Use %	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other Information

\*1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

Due date of return is January 31. Nonfiling penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold tax on the payment(s).

Name	Address	Social Security #	Amount	Purpose of Payment