NAME OF BUSINESS										
ADDRESS OF BUSINESS_										
How many months was this be How many hours during the yes any portion of your investm	ear did you	and/or your spo	ouse devo	ote to	this business	?	OR From FULL TIME DOP YES NO D	# of hours		
		▼ BUS	SINESS	S IN	COME ▼					
GROSS SALES		OTHER INCO				IE: ROOM/SPACE RENTAL				
SALES TAX COLLECTED (IF NOT INCLUDED IN SALES						SPECIAL EVENTS				
RETURNS / REFUNDS / R										
GIFT CERTIFICATES SOLD										
	-	<u>*</u>		•			I for Business			
Kind of Property	Date A	cquired	Date Sold		Gross Sales F	Price	Expenses of Sale	Original Cost		
CONSIGNMENT SALES (Amount paid to consignees for products sold.) PERSONAL USE (Actual cost of items in purchases used by you or your family) COST OF LABOR				OTHER COSTS END OF YEAR INVENTORY How did you arrive at inventory value? Actual Cost Other (explain)						
▼ CAR and TRU	CK EXP	ENSES ▼	VEHIC	CLE 1	VEHICLE 2	√	BUSINESS MILES (exa	umples)		
Year and Make of Vehicle							Bank trips			
Date Purchased (month, date and year)◊							Business meetings			
Ending Odometer Reading (December 31)							Out-of-town trips			
Beginning Odometer Reading (January 1)			-				Purchasing materials/supplies			
Total Miles Driven (End Odo – Begin Odo) Total Business Miles (do you have another vehicle?)							Deliveries			
Total Commuting Miles	ve another ver	iicie: j								
Parking Fees and Tolls										
License Plates										
Interest										
Continue only if you take actual expense (must use actual expense if yo						Do not count miles commuting to a				
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.						regular place of business as business				
Lease Costs						mile	es.			
							www.sauk	rapidstaxsolutions.com		

YEAR _____

Federal ID #

RETAIL SALES INCOME & EXPENSE WORKSHEET

NAME_

RETAIL SALES EXPENSES (continued)

ADVERTISING/PF	EXPENSES (AWAY FROM HOME OVERNIGHT):									
web site, greeting cards, fliers, open house, etc.					Lodging					
*COMMISSIONS		Meals & tips (keep total separate from other costs)								
*CONTRACT LAE		Convention fees								
EMPLOYEE BEN		Cruise ship convention/seminar								
party, mileage re		Airplane or train fares								
INSURANCE: Worker's comp, business liability (do					Auto rental, taxis or bus fares					
not include auto/truck/health) INTEREST: Mortgage (on business bldg.):					Other (incidentals, laundry, etc.)					
INTEREST.	MEALS & ENTERTAINMENT:									
		Sales								
Paid to individual OTHER INTEREST: (do not include auto or truck)					Gifts (limited to \$25 per individual or couple) Tickets					
List I	Tickets Tickets to qualified charitable events									
		UTILITIES & TELEPHONE:								
	ness only credit card ESSIONAL: Attorney				Electricity & natural gas (business)					
	nting fees, bonds, p		c.		Garbage, water, sewer (business)					
	E: Postage, statione		-		Telephone (bus. line, second line, other options)					
supplies, pens, e		• ,			Business long distance (from home telephone)					
PENSION/PROFIT	T SHARING: Employe	ees only			Faxes, paging svcs, cellular svcs, online svcs					
*RENT/LEASE:	Machinery and equip	pment			WAGES:	(bring yo	our copy of V	V-2s/941s if they have		
	Other business prop	erty			-	been file		ubject to Soc.Sec. and		
	NTENANCE: Building					Medicare	e tax)	•		
	ide auto or truck), tra	ash remo	val,		_			ot subject to Soc.Sec.		
window washing		outhoro)			-	Other	licare tax)			
	sc. (not included els		200110		OTHER EXI		(not listed e	lsewhere)		
	n.tools, decorations,	music, n	ienus		OTHER EXPENSES (not listed elsewhere): Bags, boxes, gift wrap, labels Bank charges / credit card fees Check verification service					
	onal property									
	nses (not auto/truck)		I I							
Real estate of business building & land					Delivery services, shipping Dues & publications					
Sales tax (if included in gross sales)										
	oll (your share Soc.Se	ec./Medical	re)		Education, research, product samples					
TRAVEL (number of nights away):					Laundry & cleaning, linen service					
City Nights out City Nights out										
City Nights out City Nights out										
City Nights out City Nights out										
City	Nights out City	1	Nights out							
,	<u> </u>					Trac	de show fees	S		
			EQUIPME	=NT	PURCH	ΔSFD				
Die	enlav cahinete & et	ande eid	•					ftware, furnishings,	etc	
Item	Date	Business	Cost (including	Item		Addition		Traded with Re-	Other	
Purchased	Purchased	Use %	sales tax)	Trac		Cash I		lated Property	Information	
			,							
	BUIL	DOUT	EXPENSE /	LE/	SEHOL	D IMF	PROVE	MENTS		
Description		Date	Purchased	Cost	t (include sale	es tax)	Other Info	ormation		
						,				
*1099s: Amoun	its of \$600.00 or n	nore pai	d to individuals (i	not	Due date o	f return	is January	31. Nonfiling penalt	y can be \$150 per	
corporations) for	r rent, interest, or se	ervices re	ndered to you in yo		recipient. If	recipien	nt does not	furnish you with his/l	ner Social Security	
business, require information returns to be filed by payer.					Number, you are required to withhold tax on the payment(s).					
Name Address					Social Security # Amount Purpos				rpose of Payment	

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