

# WEB DESIGNER'S INCOME & EXPENSE WORKSHEET

YEAR \_\_\_\_\_

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

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

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

How many months was this business in operation during the year? 12 Months  OR From \_\_\_\_\_ Through \_\_\_\_\_

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 ▼

|   |  |  |
|---|--|--|
| <b>GROSS RECEIPTS FOR SERVICES:</b><br><br>Reported on 1099:<br><br>Not reported on 1099: |  | <b>1099 – MISC.</b> Bring in ALL 1099s received. Include Non-Employee Amount in Gross Sales.<br>Do your records agree with the amount reported? YES <input type="checkbox"/> NO <input type="checkbox"/> |
|   |  |  |
| <b>OTHER INCOME: Honorariums, speaker's fee's, referral fees, barter, etc.</b>            |  | Did you receive \$10,000.00 in actual cash from any individual at any one time—or in accumulated amounts—during this tax year?   |

## ▼ Sales of Equipment, Machinery, Land, Buildings Held for Business Use ▼

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

## ▼ 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 only if you take actual expense (must use actual expense if you lease)</i> |           |           |
| Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.        |           |           |
| Lease Costs  |           |           |

## ▼ OFFICE in HOME ▼

**Office must be focal point of business.**

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 \_\_\_\_\_

## WEB DESIGNER'S EXPENSES (continued)

|  |  |
|--|--|
| <b>ADVERTISING/PROMOTION:</b> Ads, business cards, promotional giveaways, greeting cards, web site and related costs |  |
| <b>EMPLOYEE BENEFITS:</b> Health insurance, company party, mileage reimbursements, etc.                              |  |
| <b>FEES PAID:</b> Domain hosting   |  |
| Membership in professional or creative guilds  |  |
| Other memberships  |  |
| 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, software updates, etc.   |  |
| <b>PENSION/PROFIT SHARING:</b> Employees only  |  |
| <b>*RENT/LEASE:</b> Machinery and equipment  |  |
| Other business property, storage   |  |
| Other  |  |
| <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)                  |  |
| Trade show & convention fees   |  |
| Cruise ship convention/seminar                                       |  |
| Airplane or train fares  |  |
| Auto rental, taxis, train 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  |  |
| 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   |  |
| *Copywriters   |  |
| *Designers, audio designers  |  |
| Dues, publications, books  |  |
| Education, seminars, workshops, cds, dvds & online training          |  |
| Fonts & stock art  |  |
| *Photographers   |  |
| Postage & shipping   |  |
| *Programmers   |  |
| Other  |  |

## EQUIPMENT PURCHASED

(Computers, monitors, furnishings, cameras, copiers, networking equipment, software, software upgrades & plug-ins, 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 |
|------|---------|-------------------|--------|--------------------|
|      |         |                   |        |                    |
|      |         |                   |        |                    |
|      |         |                   |        |                    |