

Business Income & Expense Worksheet

Tax Year 2023

Income	
Total Income (Do not include W2 income)	\$

Expenses	
Accounting	\$
Advertising	\$
Bank Charges	\$
Commissions	\$
Contract Labor	\$
Dues and Subscriptions	\$
Insurance (Business Only)	\$
Interest	\$
Laundry and Cleaning	\$
Legal and Professional fees	\$
Office Expense	\$
Outside Services	\$
Parking and Tolls	\$
Postage	\$
Printing	\$
Rent/Lease of Equipment	\$
Repairs	\$
Security	\$
Supplies	\$
Telephone	\$
Tools	\$
Travel: Airfare, Rental Car, Hotel	\$
Travel: Meals	\$
Uniforms	\$
Utilities	\$
Computer/Internet	\$

* list any other expenses not listed above in Misc. Expenses

Personal Info	
Full Name *:	
Address :	
Birthday :	
Social Security # :	
Phone :	
Email :	
Bank Name (for refund) :	
Routing # :	Account # :

*Required

Vehicle Driven for Business	
Make	
Model	
Year	
Total Miles Driven in 2023	
Business Miles Driven in 2023	

Home Office	
2023 Rent	\$
2023 Utilities	\$
Sq. Footage of Home	
Sq. Footage of Office	

*Miscellaneous Expenses / Notes	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Personal Estimated Tax Payments for 2023 Tax Year		
Date Paid	IRS	State
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Items needed to prepare your tax return. Some may not apply.	
Copy of Last Years Tax Return (new clients only)	
Form(s) W-2: From Employer	
Form(s) 1099: Dividends, HSA, Interest, Misc. Income	
Form(s) 1098-T: Tuition Paid to school	
Form(s) 1098: Mortgage Interest	
Form(s) 1095-A: Healthcare Marketplace for Insurance	
Form(s) 1095: Brokerage Statements investment accounts	
Real Estate Transactions and Property Tax Statements	
Any other tax document you may have received	

