

Business Income & Expense Worksheet

Tax Year **2025**

Income	
Total Income <small>(Do not Include W2 income)</small>	\$
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

Vehicle Driven for Business	
Make	
Model	
Year	
Total Miles Driven in 2025	
Business Miles Driven in 2025	

Home Office	
2025 Rent	\$
2025 Utilities	\$
Sq. Footage of Home	
Sq. Footage of Office	

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

Personal Estimated Tax Payments for 2025 Tax Year		
Date Paid	IRS	State
	\$	\$
	\$	\$
	\$	\$
	\$	\$

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

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	

*Required

