



# BLUEBONNET TAX SERVICES LLC

**We make complicated stuff easy!**

## Income and Expenses for SMALL BUSINESSES

Name of your business (if any) \_\_\_\_\_

Date Started \_\_\_\_\_ EIN Number if you have one \_\_\_\_\_

### Sources of Income:

Total of all sales and/or income from every source	\$
1099-K's received (Paypal, Venmo, CashApp, Square, Etsy etc)	\$
Is this number included in total sales listed above? Circle <b>YES OR NO</b>	
1099-NEC (from companies you provide services for)	\$
Is this number included in total sales listed above? Circle <b>YES OR NO</b>	

### Expenses:

8	<b>Advertising</b> (including business cards, Facebook, Google ads, etc)	\$
9	<b>Auto expenses</b> – this is a separate form	SEE FORM
10	<b>Commissions and fees</b>	\$
11	<b>Contract Labor</b> (If you paid anyone more than \$600, you will need to file a 1099-NEC for them. I can help if you need it.)	\$
14	<b>Employee benefit programs</b> (health insurance, etc)	\$
15	<b>Insurance for the business</b> (NOT HEALTH INSURANCE)	\$
	<b>Insurance – Health</b> insurance for yourself and family, paid out of pocket (not deducted from W-2 job for yourself or spouse)	\$
16a	<b>Interest – Mortgage</b> (I need the mortgage statement)	\$
16b	<b>Interest</b> – credit cards, equipment loans, etc	\$
17	<b>Legal and professional services</b> (attorney, EA, bookkeeper)	\$
18	<b>Office expenses and supplies</b> (paper, ink, staples, tape, etc)	\$
18	<b>Computer expenses</b> (like website, software, and hardware, etc)	\$
18	<b>Equipment</b> purchased for use in the business. <i>(Please list items that cost more than \$2,000 &amp; date purchased on a separate page.)</i>	\$
20a	<b>Rental fees for equipment</b>	\$
20b	<b>Rent for office space, warehouse, or storage space</b>	\$
21	<b>Repairs and Maintenance</b>	\$
22	<b>Supplies</b> used to create product for sale (this includes raw materials, packaging, paint/chemicals, gift bags, price tags, etc.)	\$
23	<b>Business license fee</b> if any	\$
23	<b>Taxes</b> (real estate, state/county, sales, etc. NOT INCOME TAX)	
24A	<b>Travel expenses</b> (hotels, conferences, etc.)	\$
24A	<b>Travel Mileage</b> – SEE SEPARATE AUTO FORM FOR MILEAGE	SEE FORM
24B	<b>Meals – Travel</b>	\$
24B	<b>Meals – Entertainment of clients</b>	\$
24B	<b>Meals – for employees</b>	\$
25	<b>Cell phone</b> and percentage of phone use in business (if any)	\$
25	<b>Utilities</b> for office/warehouse NOT HOME (electric, water, internet, gas)	\$
26	<b>Wages</b> paid to employees NOT YOURSELF	\$
27	<b>Bank/credit card servicing fees</b> (Etsy, Paypal, Square, etc)	\$
27	<b>Dues and subscriptions</b> (like professional organizations , etc)	\$
27	<b>Continuing Education</b>	\$
27	<b>Professional Resources</b> (literature, etc)	\$
27	<b>Other</b> (please list)	\$

***This list is not comprehensive! If you think something should be deductible, let me know what it is and why you think it should be deductible. I tell all my clients that if you spent money on something to create a product or service to sell, let me know! If we can, we will write it off.***