

Tax Preparation Worksheet

Employer Identification Number(EIN)	
Retail Product Sales (NO sales tax)	
Retail Product Returns/Exchanges	
Other Income (ie. Commissions, etc)	
Value of section1 inventory on hand as of 1/1 (Wholesale)	
Value of section1 inventory on hand as of 12/31 (Wholesale)	
Value of section1 items taken for personal use (Wholesale)	
Value of section 1 wholesale purchases from 1/1/ - 12/31/ (excluding taxes and freight)	
Advertising	
Website	
Business Cards	
Phone Book Listing/Newspaper Ads	
Booth Rentals for Fairs	
Greeting Cards	
Gas	
Oil Changes/ Tires/ Parts	
Auto Insurance	
Car /Lease Payments	
Interest on Car Loan	
Registration	
Parking Fees/ Tolls	
Property Taxes	
Car Washes	
Auto Repair	
Total Business Miles Driven	
Total Business and Personal Miles Driven	
1/1/ Beginning Odometer	
12/31/ Ending Odometer	
Clothing (Beauty Coat, jacket, etc)	

Equipment (Computer, peripherals, digital camera, cell phone, etc.)	
Furniture (table, chairs, etc)	
Automobiles	
Insurance (Medical, Dental, Vision. If self-Employed- Premiums, co-pays)	
Business liability insurance	
Interest Expense Paid on Credit Card/ Business Loan	
Office Expenses (Paper, clips, pens, etc)	
Postage	
Office rent	
Equipment Leases(Printers, copiers, computers, etc.)	
Supplies	
Samples	
Payroll Taxes Paid (Federal and State)	
Airfare	
Lodging	
Auto Travel (& Taxis)	
Cleaning and Laundry (traveling only)	
Phone call (traveling only)	

