

20__ Small Business Data Sheet

If you have a computer printout or hand written journal, please submit that in lieu of filling out this sheet

| | |
|---------------------|-------------------------|
| Business Name _____ | Federal ID # _____ |
| Address _____ | Business Activity _____ |

| | | | |
|---------------|----------|--------------|----------|
| Income | | | |
| Sales | \$ _____ | Commissions | \$ _____ |
| Misc. Income | \$ _____ | Other: _____ | \$ _____ |

| | | | |
|--|----------|----------------------------------|----------|
| Cost of Sales | | | |
| Beginning Inventory (should be the same as Previous year's ending inventory) | \$ _____ | Merchandise purchased for resale | \$ _____ |
| Ending inventory | \$ _____ | Other costs: _____ | \$ _____ |

| | | | | | |
|--|----------|--------------------------------|----------|---------------------------------------|----------|
| Expenses | | | | | |
| Advertising | \$ _____ | Repairs | \$ _____ | Bank charges | \$ _____ |
| Commissions paid out | \$ _____ | Supplies-operating | \$ _____ | Cellular phone | \$ _____ |
| Insurance (other than Auto or residence) | \$ _____ | License/permits | \$ _____ | Dues & Subscriptions | \$ _____ |
| Interest (business loan) | \$ _____ | Payroll taxes (employer Share) | \$ _____ | Telephone (if separate business line) | \$ _____ |
| Legal & professional service | \$ _____ | Travel & entertainment: | | Telephone long distance | \$ _____ |
| Office supplies & expense | \$ _____ | Meals only | \$ _____ | Wages | \$ _____ |
| Rent: Buildings etc. | \$ _____ | Other than meals | \$ _____ | Other expenses: | \$ _____ |
| Rent: Equipment | \$ _____ | Utilities | \$ _____ | | \$ _____ |

Mileage Method:

Actual Expense Method

(no need to complete if using Mileage Method)

| <u>Vehicle Mileage Information</u> | <u>Vehicle #1</u> | <u>Vehicle #2</u> | | <u>Vehicle #1</u> | <u>Vehicle #2</u> |
|------------------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|
| Vehicle Description | _____ | _____ | Gas & Oil | \$ _____ | \$ _____ |
| Total Miles Driven | _____ | _____ | Insurance | \$ _____ | \$ _____ |
| Business Miles Driven | _____ | _____ | License | \$ _____ | \$ _____ |
| Commuting Miles per Year | _____ | _____ | Tires & Repairs | \$ _____ | \$ _____ |
| Interest | \$ _____ | \$ _____ | Lease Payments | \$ _____ | \$ _____ |

Equipment & Vehicles Purchased or Sold

| <u>Description</u> | <u>Purchase</u> | <u>Sold</u> | Date | Amount |
|--------------------|--------------------|-------------|-------|----------|
| | (Please check one) | | | |
| _____ | _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | _____ | \$ _____ |