

# ONLINE SALES INCOME & EXPENSE WORKSHEET    YEAR \_\_\_\_\_

NAME \_\_\_\_\_ Federal ID # \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS OF BUSINESS \_\_\_\_\_

PRODUCT SOLD OR SERVICE PERFORMED \_\_\_\_\_

## BUSINESS INCOME

Gross Sales of product purchased for resale		Returns/Refunds	
Gross Sales of property used for personal use		Other Income	
Sales Tax Collected			

## CAR & TRUCK EXPENSES

Year & Make of Vehicle	Vehicle 1	Vehicle 2
Date Purchased		
Beginning Odometer		
Ending Odometer		
Total Miles Driven		
Total Business Miles		
Total Personal Miles / Commuting		
Parking Fees & Tolls		
License Plates		

## HOME OFFICE EXPENSES

Date Purchased Home	
Total Cost	
Cost of Land	
Sq Footage of Home	
Sq Footage of Office	
Rent Paid	
Interest	
Taxes	
Utilities	
Insurance	
Repairs	

## BUSINESS EXPENSES (COST OF GOODS SOLD)

Purchase of Product & Supplies for Resale		Beginning Inventory	
Personal Use		Ending Inventory	
Freight-In		Other Costs	

## BUSINESS EXPENSES (CONTINUED)

Advertising/Donation	
Commissions & Fees Paid	
Employee Benefits	
Insurance	
Mortgage Interest	
Loan Interest	
Credit Card Interest	
Legal & Professional	
Office Expense	
Pension/Profit Sharing	
Rent/Lease – Land	
Rent/Lease – Machinery	
Repairs – Maintenance	
Supplies	
Taxes – Real Estate	
Taxes – Sales Tax (if included in income)	
Travel - # of Nights away from home	
Other Expenses (not listed elsewhere)	
• Bank charges	
• Courier Services	
• Dues & Publications	
• Education	
• Fuel for equipment	
• Laundry & Cleaning	
• Printing & Copying	
• Shipping	
• Uniforms	

Expenses – Away from home Overnight	
• Lodging	
• Meals & Tips	
• Convention fees	
• Cruise Ship Convention	
• Airplane or train fares	
• Auto Rental/Taxis	
• Other – Incidentals, laundry, etc	
Meals & Entertainment	
• Sales lunches	
• Gifts (limited to \$25 per individual)	
• Tickets to qualified charitable events	
Entertainment (tickets) are not deductible beginning 2018 and beyond	
Utilities & Telephone	
• Electricity	
• Natural gas/heating fuel	
• Garbage, water, sewer	
• Telephone (business line or 2 <sup>nd</sup> line only)	
• Business long distance charges	
• Faxes, paging svcs, cellular svcs	
Wages	
• Paid to employees	
• Paid to Spouse	
• Paid to Minor Children	
• Other	
Contract Labor Pd – Reported on 1099 if over \$600 each incident	

## EQUIPMENT PURCHASED

Item Purchased	Date Purchased	Business Use %	Cost	Item Traded

## SALES OF EQUIPMENT, MACHINERY, LAND, BUILDINGS USED IN THE BUSINESS

Kind of Property	Date Purchased	Date Sold	Purchase Price	Sale Price	Expense of Sale