

Income and Expense Worksheet

Client Name: _____

Tax Year: _____

Income

| | |
|-----------------|--|
| Business Income | |
| Other Income: | |
| | |

Expenses

| | |
|--------------------------|--|
| Professional Dues & Fees | |
| Union Dues | |
| Licenses | |
| Other: | |

Communication Expenses

| | |
|-------------------------------|--|
| Cellular Phone | |
| Pay Phone/Phone Card | |
| Pager/Beeper | |
| Answering Service | |
| Long Distance (Business Only) | |
| 2nd Phone Line | |
| Business Fax Line | |

Equipment Purchases (Attach Receipt)

| | |
|----------------------|--|
| Computer & Equipment | |
| Business Equipment | |
| Copy Machine | |
| Fax Machine | |
| Pager | |
| Office Furniture | |

Educational

| | |
|----------------------------|--|
| Seminars | |
| Continuing Professional Ed | |
| Textbooks/Materials | |

Vehicle Expenses

See Auto Worksheet Form on www.jbtax.com

Use this worksheet to summarize and organize your tax deductible business expenses. In order to deduct expenses in your trade or business, you must show that the expenses are "ordinary and necessary". Please see the attachment to this worksheet for further details on the deductions.

Supplies & Expenses

| | |
|---------------------------------|--|
| Advertising | |
| Credit Card Charges (Busi Only) | |
| Legal & Accounting Fees | |
| Bank Charges | |
| Briefcase/Day Planner | |
| Business Meals (List @ 100%) | |
| Business Cards | |
| Contractor Services | |
| Computer Supplies | |
| Interest - Loans/Credit Cards | |
| Entertainment (List @ 100%) | |
| Equipment Repair | |
| Internet Fees (Business % Only) | |
| Subscriptions | |
| Gifts to Clients | |
| Insurance - Liability | |
| Insurance - Workers Comp Ins | |
| Insurance - Health | |
| Miscellaneous | |
| Office Expenses | |
| Photocopy Expenses | |
| Postage & Shipping | |
| Lease - Office | |
| Lease - Office Equipment | |
| Lease - Business Equipment | |
| Uniform/Protective Clothing | |
| Uniform Upkeep | |
| Other: | |

Travel Expenses

| | |
|-----------------------------|--|
| Airfare | |
| Car Rental / Transportation | |
| Parking/Tolls | |
| Lodging/Incidentals | |
| Meals (away from Home) | |
| # of days away | |