



Manual Profit & Loss

This section is **ONLY** for those businesses that do not maintain an automated bookkeeping system that provides a profit and loss statement, balance sheet and bank cask reconciliation of the business checking accounts with the ending balance of the year.

Type of Work Performed (briefly describe): _____

Business Type: ___ Sole Proprietorship ___ Single-Member LLC (complete section below) ___ Other (explain): _____

EIN: _____ Business Name: _____

Business Address (if different from home): _____

Have you filed form 2553 in order to elect treatment as an S-Corp for tax purposes? (Yes / No) (circle one)

Income (Only non-W2 work)	Amount	Cost of Goods Sold (For Manufacturing)	Amount
Sales		Inventory at Beginning of Year	
Services		Purchases	
1099 Income (Provide Copies)		Cost of Labor	
Other:		Other Costs	
Total Income:		Inventory at End of Year	

Expenses

Business Expenses	Amount	Business Expenses	Amount
Accounting		Telephone	
Advertising		Training	
Bank Charges		Transportation (Local)	
Business Cards		Travel	
Business Meals		Utilities	
Cell Phone Bill		W-2 Wages	
Commisions & Fees		Other:	
Continuing Education			
Contract Labor (1099 Workers)			
Dues & Subscriptions		Business Assets	
Education		Equipment over \$100, lifespan > 1 year	
Employee Benefits		Item description (include date):	
Employee Health Care Plans			
Equipment (Less than \$100/item)			
Fees		Vehicle Expenses (** = required)	
Gifts to Clients		Monthly Lease or Auto Loan Interest	
Insurance (specify: _____)		Lease Start Date	
Interest - Other		Lease Term (# months)	
Internet/Cable		Vehicle FMV (for lease)	
Legal/Professional		Purchase price (for owned/financed)	
Licenses & Permits		Gas	
Lodging		Parking	
MetroCard/Public Transit		Tolls	
Office Expense		Maintenance/Repairs	
Pension Plan Fees		**Overall Mileage (required)	
Postage & Shipping		**Business Mileage (not incl. commute)	
Publications			
Rent - Equipment		Home Office (**= required)	
Rent - Other (specify: _____)		**Total Sq. ft of Home	
Repairs & Maintenance		**Sq. ft of office	
Seminars & Conferences		Rent	
Software		Utilities	
Supplies		Phone (Landline)	
Taxes - Payroll (Provide form W-3)		Internet/Cable	
Taxes - Sales		Insurance (renters, homeowners, etc)	
Taxes - Property		Improvements	
Taxis		Other:	

*For all other expenses not shown here, please list on separate page