

## Business Information

President's Name \_\_\_\_\_ Corporation's Name \_\_\_\_\_ Tax Year \_\_\_\_\_  
 Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Business Start Date \_\_\_\_\_ Claimed Last Year? \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

## Receipts

Fees Collected for Admin/Overhead Services: \_\_\_\_\_  
 Training Center Income: \_\_\_\_\_

## Operating Expenses

Meeting Refreshments: \_\_\_\_\_  
 Out of Town Business Meals: \_\_\_\_\_  
 Number of Nights out of Town: \_\_\_\_\_  
 Business Use of Cell Phone: \_\_\_\_\_  
 2nd Business Phone Line + Long Distance: \_\_\_\_\_  
 Seminars: \_\_\_\_\_  
 Uniform(s), Cleaning, & Alterations: \_\_\_\_\_  
 Internet Expenses: \_\_\_\_\_  
 Other ( \_\_\_\_\_ ): \_\_\_\_\_

## Operating Expenses

Dues & Publications: \_\_\_\_\_  
 Consultant Prizes & Awards Given: \_\_\_\_\_  
 Contract Labor (work done by assistant/kids): \_\_\_\_\_  
 Corporation Bank Account Fees: \_\_\_\_\_  
 Credit Card/Loan Interest (business only): \_\_\_\_\_  
 Tax Preparation Fees: \_\_\_\_\_  
 Professional Services: \_\_\_\_\_  
 Office Supplies (excluding furniture/equipment): \_\_\_\_\_  
 Rent (meeting rooms/booths/storage): \_\_\_\_\_  
 Equipment - Rentals: \_\_\_\_\_ Repairs: \_\_\_\_\_  
 Postage & Freight: \_\_\_\_\_  
 Travel - Transportation: \_\_\_\_\_ Lodging: \_\_\_\_\_  
 Business Meals for Others: \_\_\_\_\_

## Officer Salary & Shareholder Distributions

Officer(s)'s Name(s) _____	Date _____	Amount(s) _____
Shareholder(s)'s Name(s) _____	Date _____	Amount(s) _____
Shareholder(s)'s Name(s) _____	Date _____	Amount(s) _____

Cash Balance as of Dec. 31st of this Tax Year: \_\_\_\_\_



## Car Data

Do not include a free company car in this section  
\*Mark data with asterisk(\*) if leased\*

	Car 1:	Car 2:
Year, Make, & Model:	_____	_____
Date Purchased/Leased*:	_____	_____
Purchase/Lease Price + Tax:	_____	_____
Cosmetics Miles Driven:	_____	_____
Commuting Miles Driven:	_____	_____
Total Miles Driven (calendar yr):	_____	_____

## Car Expenses

Do not include a free company car in this section

	Car 1:	Car 2:
Gas:	_____	_____
Repairs & Maintenance:	_____	_____
Insurance, Tags, & Inspection:	_____	_____
Loan Interest/Lease* Payments:	_____	_____
Parking & Tolls:	_____	_____
Is there more than 1 car in your home?	_____	_____

## Training Center Expenses

Total Rent Paid:	_____	Repairs & Maintenance:	_____
Gas:	_____	Insurance:	_____
Water:	_____	Security:	_____
Electric:	_____	Janitorial:	_____
Phone:	_____	Pest Control:	_____
Internet:	_____	Taxes and/or Fees (_____):	_____
Trash:	_____	Other (_____):	_____



## Depreciable Assets

In this section, list all the business assets you purchased/invested in that depreciate over time. This includes home office improvements, equipment upgrades, phones, computers, tablets, cameras, calculators, software, scanners, copiers, fax machines, answering machines, desks, chairs, lamps, file cabinets, bookshelves, tables, other furniture, TVs, CD/DVD/Blu-Ray players, stereos, appliances, power tools/equipment, and other depreciable assets. **Only list new assets/improvements that you haven't listed to us in previous years.**

[illegible]