

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

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: _____

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 (_____): _____

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]