



## 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

### Operating Expenses

Fees Collected for Admin/Overhead Services: \_\_\_\_\_ Dues & Publications: \_\_\_\_\_

Training Center Income: \_\_\_\_\_ Consultant Prizes & Awards Given: \_\_\_\_\_

### Operating Expenses

Meeting Refreshments: \_\_\_\_\_ Credit Card/Loan Interest (business only): \_\_\_\_\_

Out of Town Business Meals: \_\_\_\_\_ Tax Preparation Fees: \_\_\_\_\_

Number of Nights out of Town: \_\_\_\_\_ Professional Services: \_\_\_\_\_

Business Use of Cell Phone: \_\_\_\_\_ Office Supplies (excluding furniture/equipment): \_\_\_\_\_

2nd Business Phone Line + Long Distance: \_\_\_\_\_ Rent (meeting rooms/booths/storage): \_\_\_\_\_

Seminars: \_\_\_\_\_ Equipment - Rentals: \_\_\_\_\_ Repairs: \_\_\_\_\_

Uniform(s), Cleaning, & Alterations: \_\_\_\_\_ Postage & Freight: \_\_\_\_\_

Internet Expenses: \_\_\_\_\_ Travel - Transportation: \_\_\_\_\_ Lodging: \_\_\_\_\_

Other (\_\_\_\_\_): \_\_\_\_\_ 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

## Car Expenses

Do not include a free company car in this section

\*Mark data with asterisk(\*) if leased\*

**Car 1:** \_\_\_\_\_

**Car 2:** \_\_\_\_\_

Do not include a free company car in this section

**Car 1:** \_\_\_\_\_

**Car 2:** \_\_\_\_\_

Year, Make, & Model: \_\_\_\_\_

Gas: \_\_\_\_\_

Date Purchased/Leased\*: \_\_\_\_\_

Repairs & Maintenance: \_\_\_\_\_

Purchase/Lease Price + Tax: \_\_\_\_\_

Insurance, Tags, & Inspection: \_\_\_\_\_

Cosmetics Miles Driven: \_\_\_\_\_

Loan Interest/Lease\* Payments: \_\_\_\_\_

Commuting Miles Driven: \_\_\_\_\_

Parking & Tolls: \_\_\_\_\_

Total Miles Driven (calendar yr): \_\_\_\_\_

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

**\*Do NOT add the purchase price of these items in with "Office Supplies" or "Repairs" above\***

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.**