



Name: _____

Tax Year: _____

Business Name: _____

EIN (if applicable): _____ - _____

Principal Activity: _____

Total Income/Sales \$ _____

Purchases (Cost of Goods Sold)* \$ _____

Fill in above line only if you sell products

Advertising \$ _____

Commissions & Fees \$ _____

Business Insurance \$ _____

Personal Health Insurance* \$ _____

*please include 1095-A if on marketplace

Interest \$ _____

Legal & Professional Fees \$ _____

Office Expenses \$ _____

Office Rent \$ _____

Repairs & Maintenance \$ _____

Supplies \$ _____

Licenses & Fees \$ _____

Travel \$ _____

Meals With Clients \$ _____

Utilities (not home utilities) \$ _____

Employee Wages* \$ _____

*please include copies of W-2s/W-3

Bank Charges \$ _____

Computer & Internet \$ _____

Continuing Education \$ _____

Dues & Subscriptions \$ _____

Small Tools/Equipment \$ _____

Telephone/Cellphone \$ _____

Other (list) \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Asset Purchases > \$500: (Computers, Furniture, Equipment, etc.)

Description	Date	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Miles Driven This Year: _____ Business Mileage : _____

Do you have evidence to support your mileage? yes no

If yes, is the evidence written? yes no

Do you have an office in your home/apt?		yes	no
If yes:	Sq Ft of Office	_____	
			Sq Ft of Home/Apt _____
Home Office Expenses:			
Mortgage Interest _____			Repairs _____
Real Estate Taxes _____			Rent _____
Homeowners Insurance _____			
Home Utilities (totals for year):			
Gas _____			Wifi _____
Electric _____			HOA _____

Did you pay estimates? yes no

If yes, please fill out below

Due Date	Date Paid	Federal Amount	NYS Amount
Q1 - 4/15/2025	_____	\$ _____	\$ _____
Q2 - 6/15/2025	_____	\$ _____	\$ _____
Q3 - 9/15/2025	_____	\$ _____	\$ _____
Q4 - 1/15/2026	_____*	\$ _____	\$ _____

Q4 is due in Jan. of following year

Important! All deductions must be substantiated with written records. Written records include canceled checks, printed/email receipts (especially for payments made with cash), bank statements showing debit card transactions, credit card statements and payment statements from online merchant processors such as PayPal, Apple Pay, Google Pay, Venmo, etc. In some cases multiple documents are necessary to substantiate not only from whom something was purchased, but an identification of the item that was purchased. Special record keeping requirements apply for travel, meals, gifts, and auto expenses.

Bank statements and credit card statements are not enough to substantiate an expense. An itemized receipt is ALSO required in order to prove what was purchased. A bank statement showing "Amazon" would also need to be accompanied by a receipt to prove what the purchase from Amazon was for.

I CERTIFY THAT I HAVE LISTED ALL INCOME, ALL EXPENSES, AND I HAVE DOCUMENTATION TO COMPLY WITH THE ABOVE STATEMENT TO PROVE THE FIGURES ENTERED ON THIS WORKSHEET

Signature: _____

Date: _____