



East Bay Office
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 Walnut Creek CA 94598

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 901 Sneath Lane Suite 113
 San Bruno, CA 94066

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GENERAL BUSINESS INFORMATION

Name of Business _____ Owner _____ EIN/SS No. _____
 Nature of Business/Industry _____ Business Phone No. _____ Email _____
 Business Address _____
 Sole Proprietorship LLC Partnership S-Corp C-Corp Accounting Method: Cash Accrual
 Start Date _____ S- Corp Election Date _____
 (Please provide S-Corp Acceptance Letter from the IRS)

INCOME & EXPENSES

TOTAL INCOME _____
 Less Returns and Allowances _____
EXPENSES

Accounting _____
 Advertising _____
 Answering service _____
 Bank charges _____
 Commissions _____
 Contract labor _____
 Dues and subscriptions _____
 Employee benefit programs _____
 Self-employed health insurance _____
 Insurance (other than health) _____
 Interest _____
 Janitorial _____
 Laundry and cleaning _____
 Legal and professional _____
 Office expense _____
 Training _____
 Postage _____
 Printing _____
 Rent or Lease _____
 Repairs _____
 Security _____
 Supplies _____
 Licenses and Permits _____
 Payroll taxes _____
 Sales tax included _____
 in gross receipts _____
 Other Taxes _____
 Telephone _____
 Tools _____
 Meals _____
 Travel _____
 Uniforms _____
 Utilities _____
 Wages _____
 Other expenses _____

COST OF GOODS SOLD

Cost of labor _____
 Materials and supplies _____
 Other costs _____
 Beginning Inventory _____
 Ending Inventory _____

BUSINESS USE OF VEHICLE

Description of vehicle _____
 Date placed in service _____
Mileage (required)
 Business mileage _____
 Commuting mileage _____

Actual Expenses Paid

Parking fees and tolls
(business portion only) _____
 Gasoline, lube, oil _____
 Repairs _____
 Tires _____
 Insurance _____
 Miscellaneous _____
 Auto license _____
 Car loan interest _____
 Auto lease payments _____

BUSINESS USE OF HOME

Area used **exclusively** for business _____ *sq. ft.*
 Total area of home _____ *sq. ft.*

Mortgage interest _____
 Real estate taxes _____
 Insurance _____
 Rent _____
 Repairs and maintenance _____
 Utilities _____

NEW EQUIPMENT PURCHASED

Furniture, equipment and tools purchased for more than \$500 each that are expected to last longer than one year must be capitalized and depreciated.

DATE PURCHASED	DESCRIPTION	PURCHASE PRICE