



# GENERAL INCOME AND EXPENSE WORKSHEET

(Use separate worksheet for each business)

**Taxpayer's Name:**

**Business Location**

**Tax Year:**

**You must prove your business exist**  
(please check all that apply)

- Business Cards/Stationary
- Business License
- Social Media/Website
- Appointment Book
- Others

Ever filed business income before?  
 YES  NO

How long have you had this business?  
\_\_\_\_\_

Do you have proof of expenses paid and payments received?  
 YES  NO

Description of business:

\_\_\_\_\_

**INCOME** (If you have 1099's PLEASE ATTACH)

Service Types: \_\_\_\_\_

Month	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
<b>TOTAL SERVICES</b>										
Cost Per Job										
Total										

**Total Annual Income Received:** \_\_\_\_\_

# EXPENSES

Type of Vehicle user \_\_\_\_\_

Month	ADVERTISING <small>Cards/Flyers/Social Media</small>	MILEAGE <small>Gas Paid</small>	SERVICE <small>Supplies</small>	PAYROLL <small>*Contract Labor</small>	OFFICE <small>Supplies Repairs</small>	PROFESSIONAL <small>Start-up/Legal Annual Fees/Bus. Ins</small>	TRAINING <small>Professional Developmt</small>	PHONE <small>App Services</small>	TRAVEL <small>Tolls/Parking/ Hotel/Flight</small>	OTHER <small>New Equipment Business Attire</small>
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
<b>TOTAL</b>										

\*Contract Labor- 1099s are required for all payments paid to contract labors in the amount of \$600.00 or more. Non-Filing penalty can be \$150 per recipient. If recipient does not provided W-9 info you are required to withhold 31% of their payment.

## Additional Notes: (Form 8829)

Home Office Expense  YES  NO

Business utilities used and amounts paid

Gas \_\_\_\_\_  Water \_\_\_\_\_  Sewage \_\_\_\_\_  
 Trash \_\_\_\_\_  Internet/Cable \_\_\_\_\_  Other \_\_\_\_\_

Property Taxes Paid \_\_\_\_\_  
 Property Insurance Paid \_\_\_\_\_  
 Mortgage Interest or House Rent Paid \_\_\_\_\_

**FOR OFFICE USE: Reconstruction of Income and Expenses Prepared by ARKED Enterprises**  YES  NO

By law you are required to keep adequate records. I am fully aware that I am Self-Employed and the information provided on this income and expense worksheet will be used for income tax purposes. By signing below under penalties or perjury, the information provided to ARKED Enterprises is true, complete and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date