



DIRECT SALES 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)

Beginning Inventory
(Same as last year Ending Inventory)

Total Purchased

| January | February | March | April | May | June | July | August | September | October | November | December |
|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| | | | | | | | | | | | |

EXPENSES

Total Annual Income Received:

| 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 | | | | | | | | | | |
| TOTAL | | | | | | | | | | |

Returns & Allowances

Cost of Items Taken for Personal Use

Cost of Inventory Sale at Year-End

Type of Vehicle

***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

Square Footage of Home

Square Footage of Room Used

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