

REDFORD TAX SERVICES

BUSINESSES YOU OPERATE

PROFIT & LOSS STATEMENT

INCOME

Sales/Revenue

EXPENSES (TOTAL BY CATAGORY)

Materials & Supplies

Credit Card Processing Fees

Advertising and Marketing

Car and Truck Expense

Office Expenses (paper, ink, etc.)

Taxes and Licenses

Continuing Education

Interest

Labor Paid

Legal and Professional

Rental Expense

Travel

Cell Phone (list 100%)

Internet (list 100%)

Miscellaneous

Cleaning Supplies

Repairs and Maintenance

Insurance

Utilities

Dues and Subscriptions

Meals and Entertainment (list 100%)

Number of miles driven

INVENTORY

Beginning of year (your cost)

End of year (your cost)

Product or materials purchased during year

For each business you operate, total your income (receipts) and expenses paid (by category) for the year. Do not bring in your receipts.

Home office?

If you have an office in your home that is used exclusively and routinely in your business, compute its square footage.

Use your car for company business?

Compute (or realistically estimate) how many miles you drove during the year for your business. Miles driven to commute to/from work are not deductible.

Equipment purchase?

List any equipment purchased for over \$1000 with the total purchase price and approximate date of purchase. (Vehicles, trailers, tools, office furniture, etc)

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