



Wheeler Tax & Accounting LLC
"PROFESSIONALISM IS STANDARD"

Self-Employment/ Small Business Profit & Loss Worksheet

- You are **required** to complete this form for the most recent **three (3)** months. Submit one summary form for each of the last three months.
- This form can also be used for completing an **annual** reporting to create your **Schedule C**. **For these purposes, use documents from the last twelve (12) months.**
- Please respond to all inquiries using recorded documentation (bank statements, mileage logs, receipts, P & L statements, expense reports). Please be as accurate as possible. No worries; we will review this document together during your tax interview.
- If you ever need a formal Annual P & L Statement, this form will be used to complete it. **\$50 fee applies to formal statement at time of request.*

NAME OF BUSINESS/PROFESSION:

**Is this name registered with the county and/or state? If not, you can only use your legal name for business activity.*

EMPLOYER IDENTIFICATION NUMBER (EIN):

**LLCs, Partnerships, and Corps. MUST have one to file taxes using this activity.*

MONTH(S) THIS FORM INCLUDES:

Any 1099s received and/or issued as a result of this work? YES NO

**If so, please provide all 1099s received and issued at time of appointment.*

INCOME/GROSS SALES:	\$
<input type="checkbox"/> If you pay yourself a salary or take a draw from your business, please provide copies of your paystubs for the last three months (quarterly bookkeeping) or twelve months (annual), and state the gross amount:	\$

EXPENSES – Enter all that apply:

<input type="checkbox"/> Rent/Mortgage of business premises	\$
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<input type="checkbox"/> Phone/Utilities	\$
<input type="checkbox"/> Gross Labor Wages (not for self)	\$
<input type="checkbox"/> Business Taxes (not personal income tax payments)	\$
<input type="checkbox"/> Loan payments: <input type="checkbox"/> Principle: \$ _____ <input type="checkbox"/> Interest: \$ _____	
Balance:	\$
<input type="checkbox"/> Bank Charges	\$
<input type="checkbox"/> License Fees Paid	\$
<input type="checkbox"/> Legal Fees	\$
<input type="checkbox"/> Office Supplies	\$
<input type="checkbox"/> Tools/Equipment	\$
<input type="checkbox"/> Repairs/Upkeep	\$
<input type="checkbox"/> Merchandise/Purchases/Cost of Goods	\$
<input type="checkbox"/> Fuel/Gas	\$
<input type="checkbox"/> Advertising	\$
<input type="checkbox"/> Commissions Paid	\$
<input type="checkbox"/> Shipping	\$
<input type="checkbox"/> Equipment Rental	\$
<input type="checkbox"/> Insurance	\$
Type of Insurance:	
<input type="checkbox"/> Other Expenses (please list):	\$
	\$
	\$
	\$
TOTALEXPENSES:	\$
NET INCOME	\$

BUSINESS VEHICLE in your name: Year: _____ Make: _____ Model: _____

**If you plan to deduct this expense, you must have mileage log!*

BANK ACCOUNTS – Include dates:

<input type="checkbox"/> Balance in business checking account :	Date: _____	\$
<input type="checkbox"/> Balance in business savings account :	Date: _____	\$

**Please provide bank statements for requested months noting likely business activity.*

The information provided on this P& L worksheet for year 20 is true and to the best of my knowledge based off of records kept via written/typed logs, receipts, statements, and other related information:

X _____

X _____

X _____

DATE: