



Owner _____ Business name _____

INCOME

- ☐ Gross sales and receipts \$ _____
- ☐ Returns and refunds you gave \$ _____
- ☐ Other business income \$ _____
- ☐ 1099-NEC, 1099-K and 1099-MISC (send the forms)

COST OF GOODS SOLD

- ☐ Inventory on January 1 \$ _____
- ☐ Purchases and materials \$ _____
- ☐ Inventory on December 31 \$ _____

EXPENSES

- ☐ Advertising and marketing \$ _____
- ☐ Merchant and platform fees \$ _____
- ☐ Contract labor \$ _____
- ☐ Business insurance (not health) \$ _____
- ☐ Interest on business loans and cards \$ _____
- ☐ Legal and professional fees \$ _____
- ☐ Office expense and postage \$ _____
- ☐ Rent for an office or workspace \$ _____
- ☐ Equipment rental \$ _____
- ☐ Repairs and maintenance \$ _____
- ☐ Supplies \$ _____
- ☐ Taxes and licenses \$ _____
- ☐ Business travel: airfare, hotels \$ _____
- ☐ Business meals \$ _____
- ☐ Utilities \$ _____
- ☐ Phone and internet, business share \$ _____
- ☐ Software and subscriptions \$ _____
- ☐ Bank fees \$ _____
- ☐ Dues, education, publications \$ _____
- ☐ Wages (send payroll reports) \$ _____
- ☐ Other: _____ \$ _____
- ☐ Other: _____ \$ _____

VEHICLE

- ☐ Total miles driven in 2026 _____ miles
- ☐ Business miles _____ miles
- ☐ Commuting miles _____ miles
- ☐ Parking and tolls for business \$ _____
- ☐ Date first used for the business

HOME OFFICE

- ☐ Office square footage _____ sq ft
- ☐ Total home square footage _____ sq ft
- ☐ Rent, or mortgage interest and property taxes \$ _____
- ☐ Utilities for the whole home \$ _____
- ☐ Homeowners or renters insurance \$ _____

EQUIPMENT AND BIG PURCHASES

- ☐ Computers, machinery, furniture and vehicles: date, description and cost

Date	What you bought	Cost

YOU, THE OWNER

- ☐ Health insurance premiums you paid \$ _____
- ☐ SEP, Solo 401(k) or SIMPLE contributions \$ _____
- ☐ Contractors you paid \$2,000 or more: name, address, tax ID

Fill in the totals for the year, or check the box and send the statements and we will total them. Not sure where something goes? Write it under Other. Upload through the client portal or leave it in our secure, locked drop-off box.