



AFFORDABLE TAX SERVICE

2440 SE Federal Hwy, Ste. 706
Stuart, FL 34994
(772) 647-8461

COMPANY INFORMATION

NAME:

EIN:

SERVICE/PRODUCT:

ADDRESS:

ADDRESS:

INCOME

Gross Receipts and Sales _____
Returns and Allowances (Refunds) _____
Interest Income: _____
TOTAL INCOME _____

COST of GOODS SOLD (COGS)

Opening Inventory _____
Inventory Purchases _____
Materials and Supplies _____
Labor _____
Ending Inventory _____

AUTO EXPENSES

Gas _____
Insurance _____
Licenses _____
Repairs, Maintenance and Service _____
Parking and Tolls _____
Registration _____
Interest _____
Other: _____
Other: _____
TOTAL AUTO EXPENSES _____

MILEAGE:	Vehicle #1	Vehicle #2	Vehicle #3
Business Miles			
Personal Miles			
Commuting Miles			



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ASSETS				
Description	Date Purchased	Cost	Prior Yr Depreciation	Accumulated Depreciation

EXPENSES				
Advertising		Supplies (Other - Less then \$200)		
Bank Charges		Taxes / Licenses		
Commissions & Fees		Property Taxes		
Contract Labor		Payroll Taxes		
Dues & Subscriptions		County Taxes		
Education & Training		Sales Tax		
Employee Benefits		Professional Licenses		
Gifts		Corporation Fees		
Insurance:		Telephone - Landline		
Building:		Business % of cell phone		
Liability:		Small Tools		
Workers Comp:		Travel		
Other:		Hotel		
Interest Expense		Airfare		
Legal & Tax Professional Services		Meals (Clients, Traveling away from home)		
Office Supplies		Meals (Parties, Catering Svcs.)		
Pension / Profit sharing		Utilities		
Permits & Fees		Wages		
Postage / Shipping		Other		
Printing / Reproduction		Other		
Rent		Other		
Repairs / Maintenance		Other		

By Signing Below you are certifying that the information provided is complete and accurate. You understand that you need to keep supporting documentation (receipts, log books, bank registers, copy of invoices, etc) to support your claim for income and expenses for at least 5 years on a business.

Business Owner Printed Name

Date

Business Owner Signature