

Bolded items will not necessarily be in your accounting.			For Year _____		
Business Name			Shareholders/Owner		
Cash or Accrual (circle one)			Name, Social Security Number		
Contact Name & Phone Number			Address and Percentage		
Address if Changed:			(list below)		
Income		Equipment Fuel		Percentage	Name, Address, ID #
		Gifts		Ownership	
Ordinary		Insurance			
Interest on Accounts		Building & Equipment			
Miscellaneous Income		Liability			
		Workers' Comp.			
Cost of Goods Sold		Other			
Ending Inventory		Internet			
		Janitorial			
Balance of Loans Due		Laundry & Cleaning			
		Legal & Professional			
Returns & Allowances		Licenses			
		Quiet Business Meals			
Payroll		Office Expenses			
Shareholder Wages		Parking Fees & Tolls			
Non-Shareholder Wages		Permits & Fees			
Payroll Taxes		Postage/shipping			
1099's (attach copies of 1099's if already prepared)					
Other Taxes		Printing			
Occupancy		Subcontractors (attach 1099s if already prepared)			
State Franchise		Supplies			
Business		Telephone			
		Small Tools			
Repairs & Maintenance		Travel			
Building		Uniforms			
Equipment		Utilities			
		Waste Removal			
Bad Debts (for Accrual Basis)					
Interest					
Mortgage					
Loans					
Advertising					
Accounting					
Auto & Truck Expenses		New Equipment and Repairs over \$2500.00		Sold Equipment	
Actual Expenses		What Bought		What Sold	
Miles		Cost		Sale Price	
Bank Charges		Date Purchased		Date Sold	
Cell Phone					
Computer		What Bought		What Sold	
Consulting		Cost		Sale Price	
Credit Card Fees		Date Purchased		Date Sold	
Delivery & Freight					
Dues & Subscriptions		What Bought		What Sold	
Education & Training		Cost		Sale Price	
Rental		Date Purchased		Date Sold	
Equipment		Any Equipment Traded in on above			
Building		Amount of trade in			