D & B TAX SERVICE
3504 Twin City Drive
Council Bluffs, IA 51501
712-366-1964

SMALL BUSINESS WORKSHEET 20____

Business Name _____Federal I.D. Number_____
Business Address _____

Gross Receipts/ Revenue $_____
Other Income _____ $_____
_____ $_____

Expenses:
Education/Seminars $_____
Advertising $_____
Commissions $_____
Insurance:
Owners Health $_____
Other $_____
Legal/Professional Fees $_____
Office Expenses $_____
Rent:
Machinery/Equipment $_____
Building $_____
Repairs & Maintenance $_____
Supplies $_____
Property Taxes $_____
Licenses & Fees $_____
Professional Dues $_____
Subscriptions $_____
Pension Plans $_____
Travel:
Airline, bus, etc. $_____
Lodging $_____
Meals $_____
Utilities:
Water $_____
Heat $_____
Electricity $_____
Telephone $_____

Inventory:
Purchases $_____
Sales Returns $_____
End Inventory $_____
Wages $_____
Employer Tax:
FICA $_____
Federal Unemployment $_____
State Unemployment $_____
Sales Tax $_____
Business Gifts $_____
Business Miles:
January-June _____
July-December _____
Total Miles _____
Vehicle Expenses:
Gas/oil $_____
Repairs $_____
Car insurance $_____
Lease payments $_____
License plates $_____

Major Purchases (Equipment, Machinery, etc.)
Date _____ Item_____ $_____
Date _____ Item_____ $_____
Date _____ Item_____ $_____
Date _____ Item_____ $_____
Date _____ Item_____ $_____

Other Expenses:
_____
_____
_____