2016 Business Fact Sheet

(This planner can also be found on our website as a fill-in form. www. LHPC.us)

Cash Reconciliation:

Cash - Checking @ Beginning of Year		
Cash - Savings @ Beginning of Year		
Sales	+	
Returns & Allowances	-	
Credit Card Income (1099-K)	+	
Other Business Income (Interest, Refunds etc..)	+	
Distributions (Dividends/Draws paid To Owners)	-	
Total Expenses (B)	-	
Cash - Checking @ End of Year		
Cash - Savings @ End of Year		
Inventory @ Beginning of Year		
Inventory @ End of Year		

Business Mileage:

Date Vehicle placed in service	
Total Business Mileage Driven:	
January - December 2016 @ 0.54	
Transport Business Days Away/Overnights:	
Per diem of $63/day =	
Transportation workers allowed 80% =	

Equipment Purchased:

Item	Date	Cost

Equipment Sold:

Item	Date	Selling Price

Office in Home Expense:

Office Square footage	
Home Square footage	
Insurance (homeowner's)	
Real Estate Taxes	
Utilities	
Other:	

Expenses:

Advertising	
Car & Truck : Fuel	
Car & Truck : Insurance	
Car & Truck : License Plates	
Car & Truck : Maintenance	
Car & Truck : Repair	
Commissions & Fees	
Contract Labor	
Employee Benefit Programs	
Insurance (other than health)	
Interest:	
Mortgage (paid to banks, etc.)	
Other - Car Loan	
Legal & Professional Services	
Office Expenses	
Pension & Profit-sharing Plans	
Rent or Lease:	
Vehicles, machinery, and equipment	
Other business property	
Repairs & Maintenance	
Supplies	
Taxes & Licenses	
Travel, Meals, and Entertainment:	
Travel	
Meal & Entertainment	
Utilities	
Wages to Employees	
Payroll Taxes	
Other Expenses:	
Cell Phone	
Donations (from business only)	
Dues & Subscriptions	
Internet	
Postage	
Purchases (Mat'l, Products etc..)	
Shipping & Handling	
Small Tools	
Tolls	
Other Misc. Expenses (please list):	
TOTAL EXPENSES (B)	

To the best of my knowledge the enclosed information is correct and includes all income, deductions, and other information necessary for the preparation of this year's return.

_____ Date _____

Taxpayer's Signature