



S CORP INCOME & EXPENSES

Business Name _____ Industry _____

PPP Funds Forgiven \$ _____ Date _____ (if applicable)

INCOME

Gross Receipts/Sales _____
 Returns/allowances _____
 Other _____

COST OF GOODS SOLD

Inventory @ beginning of year _____
 Purchases less items used personally _____
 Cost of labor _____
 Materials & Supplies _____
 Inventory @ end of year _____

EXPENSES

Advertising _____	Repairs & Maintenance _____
Bad Debts _____	Supplies _____
Employee Benefits Paid _____	Taxes (payroll, property) _____
Insurance _____	Travel _____
Interest Paid _____	Meals _____
Legal & Professional Fees _____	Telephone _____
Licenses & Permits _____	Utilities _____
Office Expenses _____	Wages & Salaries _____
Rent Paid _____	_____

ASSET & LIABILITY BALANCES as of 12/31/2021

Checking _____	Accounts Payable _____
Savings _____	Credit Cards Payable _____
Other bank accounts _____	Payroll Tax Payable _____
Accounts Receivable _____	Sales Tax Payable _____
Loans to Shareholders _____	Loans from Shareholders _____
Other Assets (i.e. deposits) _____	Mortgage, notes _____
Fixed Assets _____	2021 Owner's Draws _____

Auto Expense Worksheet
(business use of personal vehicle)

Description of Vehicle _____
Date placed in service (if new) _____
Total miles for the year _____
Total business miles for the year _____
Total personal miles for the year _____

ACTUAL EXPENSES

Registration _____
Gas, oil & repairs _____
Interest Paid _____
Parking tolls _____

Do you have evidence to support business use? Yes No
Is the vehicle available off duty hours? Yes No
Was the vehicle used primarily by a >5% owner? Yes No
Is another vehicle available for personal use? Yes No

Home Office Worksheet

(if used for business and no other location is available)

Total area of house _____ Area used for Business _____

INDIRECT EXPENSES (to be allocated)

Mortgage Interest _____
Real Estate Taxes _____
Insurance _____
Utilities _____
Repairs & Maintenance _____
Other _____

DIRECT EXPENSES (specific to office space) Utilities (metered separately) _____

Repairs & Maintenance _____