



20__ STATEMENT OF BUSINESS ACTIVITIES

BUSINESS NAME: _____
BUSINESS ADDRESS: _____
MAIN PRODUCT OR SERVICE: _____
BUSINESS NUMBER: _____

PARTNERS & PERCENTAGE OF OWNERSHIP	%
_____	_____
_____	_____

INCOME

SALES, COMMISSIONS OR FEES \$ _____

COST OF GOODS SOLD

PURCHASES DURING THE YEAR \$ _____
 DIRECT WAGES \$ _____
 SUBCONTRACTS \$ _____

EXPENSES

ADVERTISING \$ _____
 MEALS AND ENTERTAINMENT \$ _____
 BAD DEBTS \$ _____
 INSURANCE \$ _____
 INTEREST & BANK CHARGES \$ _____
 BUSINESS, TAX, LICENSES, MEMEBERSHIPS \$ _____
 OFFICE EXPENSES \$ _____
 PROFESSIONAL FEES (LEGAL & ACCOUNTING) \$ _____
 MANAGEMENT AND ADMINISTRATION FEES \$ _____
 RENT \$ _____
 REPAIRS & MAINTENANCE \$ _____
 SALARIES, WAGES, BENEFITS \$ _____
 PROPERTY TAXES (BUSINESS PORTION) \$ _____
 TRAVEL \$ _____
 UTILITIES 100% BUSINESS % (_____) \$ _____
 FUEL COSTS \$ _____
 DELIVERY, FREIGHT & EXPENSES \$ _____
 MOTOR VEHICLE EXPENSES \$ _____
 TELEPHONE 100% BUSINESS % (_____) \$ _____
 CELL PHONE 100% BUSINESS % (_____) \$ _____
 SUPPLIES \$ _____

OTHER (LIST):

\$ _____
\$ _____
\$ _____

TOTAL EXPENSES

\$ _____

INVENTORY ON HAND AT YEAR END:

CAPITAL ASSET PURCHASES

DESCRIPTION (INCLUDING SERIAL #)	DATE OF SALE	COST
		\$
		\$
		\$
		\$
		\$
		\$

CAPITAL ASSET SALES

DESCRIPTION (INCLUDING SERIAL #)	DATE OF SALE	COST
		\$
		\$
		\$

****PLEASE PROVIDE A COPY OF ALL MAJOR PURCHASE AND SALE INVOICES**

TOTAL HOUSE AREA (SQ FEET)	_____
AREA FOR BUSINESS USE ONLY (SQ FEET)	_____
HEAT	\$ _____
ELECTRICITY	\$ _____
INSURANCE	\$ _____
MAINTENANCE	\$ _____
MORTGAGE INTEREST	\$ _____
PROPERTY TAXES	\$ _____
WATER	\$ _____
OTHER (LIST)	\$ _____
TOTAL BUSINESS USE OF HOME EXPENSES	\$ _____

CALCULATION OF ALLOWABLE AUTOMOBILE EXPENSES

AUTOMOBILE INFORMATION

MAKE OF AUTOMOBILE	_____
DATE ACQUIRED	_____
DATE LEASE COMMENCED (IF APPLICABLE)	_____
KMS DRIVEN TO EARN BUSINESS INCOME	_____
TOTAL KMS DRIVEN IN YEAR	_____

TOTAL EXPENSES INCURRED

FUEL (GASOLINE & OIL)	\$ _____
INSURANCE	\$ _____
INTEREST PAID	\$ _____
LEASING COSTS	\$ _____

LICENSE AND REGISTRATION

\$

MAINTENANCE AND REPAIRS

\$

TOTAL AUTOMOBILE EXPENSES

\$