

2025 BUSINESS WORKSHEET



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ATTORNEYS AT LAW

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GENERAL INFORMATION

Business Name	
Business Address	
Employer Identification Number (EIN)	
Main Business Activity	
Main Business Product	

INCOME

Gross Receipts or Sales	\$
Less: Returns and Allowances	\$
Other Income:	\$
	\$
	\$
	\$
Total Income	

COST OF GOODS SOLD

Beginning Inventory (01/01/2025)	\$
Purchases	\$
Less: Cost of Items for Personal Use	\$
Cost of Labor (Do Not Include Your Salary)	\$
Materials and Supplies	\$
Other Costs:	\$
Total Goods Available for Sale	\$
Less: Ending Inventory (12/31/2025)	\$
Cost of Goods Sold	\$

EXPENSES

Advertising	\$
Bad Debts (If Included In Gross Receipts)	\$
Bank Service Charges	\$
Auto	\$
Truck/Pickup	\$
Commissions	\$
Contract Labor	\$
Dues & Publications	\$
Insurance	\$
Interest	\$
Mortgage Interest Paid to Banks	\$
Laundry/Cleaning/Janitorial	\$
Legal & Professional	\$
Licenses/Permits	\$
Rent or Lease:	\$
Machinery & Equipment	\$
Other Business Property	\$
Repairs/Maintenance	\$
Supplies	\$
Taxes:	\$
Real Estate	\$
FICA Taxes (Employer's Share Only)	\$
Sales Taxes (If Included in Gross Receipts)	\$
Telephone	\$
Travel (See Next Page)	\$
Meals (See Next Page)	\$
Utilities	\$
Wages	\$
Less: Job Credit	\$
Other Expenses:	\$
	\$
	\$
	\$
Total Expenses	\$

If business is **exclusively** operated from an office maintained in your personal residence, compute deductible share of interest, taxes, insurance, utilities, office repairs, etc. on the back of this form where indicated.

See additional information on back.

TRAVEL EXPENSE

Lodging	\$
Airfare	\$
Vehicle Rental	\$
Parking	\$
Cabs/Bus Fare	\$
Tolls	\$
Other:	\$
	\$
	\$
Total Travel Expense	\$

MEALS/ENTERTAINMENT

Meals (Include Tips)	
x 50%	50%
Total Meals	\$

HOME OFFICE EXPENSE

Area of Home Used for Business:	
Business Square Feet / Total Square Feet	%
Business Rooms/Total Rooms	%

DAY CARE FACILITIES

Hours/Day	%
Days/Week	%

Mortgage Interest	_____ x _____ %	\$
Real Estate Taxes	_____ x _____ %	\$
Repairs (Direct)	_____ x _____ %	\$
Repairs (Indirect)	_____ x _____ %	\$
Utilities	_____ x _____ %	\$

BUSINESS AUTO, PICKUP, AND TRUCK INFORMATION

Vehicle Description	Business Miles	Commuting Miles	Non-Business Miles	Total Miles

MACHINERY SALES

Machinery Sold	Date Purchased	Date Sold	Sales Price

MACHINERY PURCHASES & TRADES

List machinery purchased, buildings erected, auto & pickups purchased in 2025.

Description	Date Purchased	New or Used	Trade-In (If Any)	Cash Difference (Boot) If Trade-In	Cost If No Trade-In