EDUCATOR'S INCOME & EXPENSE WORKSHEET

YEAR

NAME				Federal ID #
NAME OF BUSINESS				
ADDRESS OF BUSINESS				
SERVICE PERFORMED				
How many months was this business in operation	n during the yea	ar? ·	12 Month	hs 🖬 <i>or</i> From Through
How many hours during the year did you and/or	your spouse de	vote to thi	is busine	ess? FULL TIME 🛄 <i>OR</i> # of hours
Is any portion of your investment in this business	not subject to	payback b	by you?	YES NO
,	V BUSINES	S INCO	OME 🔻	•
GROSS SALES/RECEIPTS	Amount	W2 🗸	1099 🗸	
Source:				1099 – MISC. Bring in ALL 1099s received. Include Non-Employee Amount in Gross Sales

Source:		Do your records agree with the amount reported?	YES NO	
Source:		W-2: Bring all W2s received.		
Source:				

▼ Sales of Equipment, Machinery, Land, Buildings Held for Business Use ▼

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost

▼ BUSINESS EXPENSES (cost of goods sold) ▼

PURCHASE OF PRODUCT &	FREIGHT-IN Shipping cost to receive product or materials, if not incl. in purchases				
SUPPLIES FOR RESALE	OTHER COSTS				
PERSONAL USE (actual use of items in	INVENTORY AT END OF YEAR				
purchases used by you or your family)	How did you arrive at inventory value?				
♦ COST OF LABOR TO CONSTRUCT PRODUCTS	Actual Cost 🖵 Other (explain)				

▼ CAR and TRUCK EXPENSES ▼

▼ OFFICE in HOME ▼

	Vehicle 1	Vehicle 2	Date Acquired Home
Year and Make of Vehicle			Total Cost
Date Purchased (month, date and year)			Cost of Land
Ending Odometer Reading (December 31)			Cost of Improvements
Beginning Odometer Reading (January 1)	-	-	Sq. Footage of Home
Total Miles Driven (End Odo – Begin Odo)			Sq. Footage of Office Area
Total Business Miles (do you have another vehicle?)			Rent Paid (if you rent)
Total Commuting Miles			Interest
Parking Fees and Tolls			Taxes
License Plates			Utilities/Garbage
Interest			Insurance
Continue only if you take actual expense (must use actual expense if y	ou lease)		Repairs/Maintenance
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.			Hours Used per Week
Lease Costs			Hours Worked per Week

EDUCATOR'S EXPENSES (continued)

ADVERTISIN	G/PROMOTION:	Ads, business	cards,		EXPENSE	S (away from home overnight):			
holiday cards	s, etc.				Lodg	ing			
COMMISSIONS & FEES PAID: Contract labor, referral fees, homework graders, etc.			Meals & tips (keep total separate from other costs)						
					Othe	r (incidentals, laundry, etc.)			
	BENEFITS: Heal ge reimburseme		ompany		Conv	vention fees			
	Worker's com		ilitv.		Airplane or train fares				
	ions coaching i		- 3 7		Auto rental, taxis or bus fares				
INTEREST:		e on bus. prop nancial institutio	-			ENTERTAINMENT: ness meals			
	Paid to in				Gifts	(limited to \$25 per individual or couple)			
OTHER INTE		uiviuuai			Ticke				
	do not include a	auto or truck)				ets to qualified charitable events			
	ist life insuranc	/	telv			& TELEPHONE:			
	Business only ci	•				ricity (business)			
	ROFESSIONAL:					ral gas/heating fuel (business)			
	counting fees, I		typing			age, water, sewer (business)			
	ENSE: Postage					bhone (bus. line, second line, other options)			
office supplie	es, attendance	books, pens, et	.c.		· · · · ·				
PENSION/PR	OFIT SHARING:	Employees on	ly			ness long distance (from home telephone)			
		: Building, equi	ipment		Faxe	s, paging svcs, cellular svcs, pay phone			
(not auto/true	,,				WAGES:	(bring your copy of W-2s/941s if they have been filed)			
SUPPLIES:	Compute	r supplies es, a/v material				Wages to spouse (subject to Soc.Sec.			
		n aids/decorati				and Medicare tax)			
TAXES: F	Personal proper		0115			Children under 18 (not subject to			
	icenses (not au		wals			Soc.Sec. and Medicare tax) Other			
	Real estate of b	,,				(PENSES (not listed elsewhere):			
	Sales tax (if incl		•			Admission, classroom-related activities			
	Payroll	0	,			Awards and prizes			
	mber of nights a	away):				Bank charges			
	Nights out		_ Nights ou	ut		Courier services			
City	Nights out	City	_ Nights ou	ut		Dues and memberships			
City	Nights out	City	_ Nights ou	ut		Education, meetings, coaching			
	Nights out					Job-seeking expenses			
City	Nights out	City	Nights ou	ut		Library/professional books			
	Nights out					Printing and copying			
	Nights out					Research costs			
-	Nights out	•	•			Resumes and transcripts			
City	Nights out	City	_ Nights ou	ut		Publications for class			
						Writing/publ. costs (not listed elsewhere)			

BUSINESS EQUIPMENT PURCHASED & LEASEHOLD IMPROVEMENTS

Calculator, cameras, furnishings, audio visual equipment, tape recorders, software, etc...

Item	Date	Cost (including	ltem		Additional	Traded with	Other
Purchased	Purchased	sales tax)	Traded		Cash Paid	Related Property	Information
1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.					. If recipient does no	ry 31. Nonfiling pena ot furnish you with his withhold 31% of the j	/her Social Security
Name	Add	ress		Social S	Security # A	mount P	urpose of Payment