# WRITER'S / AUTHOR'S INCOME & EXPENSE WORKSHEEET YEAR\_\_\_\_

NAME	Federal ID #
NAME OF BUSINESS	
ADDRESS OF BUSINESS	
How many months was this business in operation during the year?	12 Months 🔲 <i>ов</i> From To
How many hours during the year did you and/or your spouse devote to this	business? FULL TIME D or # of hours
s any portion of your investment in this business not subject to payback by	you? YES 🖬 NO 📮

### ▼ BUSINESS INCOME ▼

GROSS SALES / ROYA ADVANCES	LTIES /	1099 – MISC. Bring in ALL 1099s received. Include Non-Employee Amount in Gross Sales.		
SALES TAX COLLECTI	ED If not included in above		Do your records agreeYESwith the amount reported?NO	
RETURNS / REFUNDS		Did you receiv	ve \$10,000.00 in actual cash from any	
OTHER INCOME	Directly related to your business, e.g. grants, speaking, appearances, etc.		ny one time <i>—or in accumulated</i> ing this tax year?	

## ▼ 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 & SUPPLIES FOR RESALE			FREIGHT-IN	e product or d in purchases	
PERSONAL USE Actual cost of items in purchases used by you or your family			OTHER COST	S	
			INVENTORY A	T END OF YEAR	
* COST OF LABOR		How did you arrive at inventory value? Actual Cost  Other (explain)			
PRODUCTION COSTS					

#### ▼ CAR and TRUCK EXPENSES ▼

	VEHICLE 1	VEHICLE 2
Year and Make of Vehicle		
Date Purchased (month, date and year)		
Ending Odometer Reading (December 31)		
Beginning Odometer Reading (January 1)	_	-
Total Miles Driven (End Odo – Begin Odo)		
Total Business Miles (do you have another vehicle?)		
Total Commuting Miles		
Parking Fees and Tolls		
License Plates		
Interest		
Continue below if you take actual expense		
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.		
Lease Costs		

#### ▼ OFFICE in HOME ▼

Date Acquired Home
Total Cost
Cost Of Land
Cost Of Improvements
Sq. Footage Of Home
Sq. Footage Of Office Area
Rent Paid (If You Rent)
Interest
Taxes
Utilities/Garbage
Insurance
Repairs/Maintenance
Hours Used Per Week
Hours Worked Per Week

## WRITER'S / AUTHOR'S EXPENSES (continued)

ADVEDTICING/DROMOTION: Ada businasa sarda	EXPENSES (AWAY FROM HOME OVERNIGHT):				
ADVERTISING/PROMOTION: Ads, business cards, promo events, advance copies, brochures, fliers,	Lodging				
greeting cards, etc.	Meals & tips (keep total separate from other costs)				
*COMMISSIONS & FEES PAID:					
*CONTRACT LABOR:	Convention fees				
EMPLOYEE BENEFITS: Health insurance, company	Cruise ship convention/seminar				
party, mileage reimbursements, etc.	Airplane or train fares				
INSURANCE: Worker's comp, business liability (do	Auto rental, taxis or bus fares				
not include auto/truck/health)	Other (incidentals, laundry, etc.)				
INTEREST: Mortgage (on business bldg.):	MEALS & ENTERTAINMENT:				
Paid to financial institution	Sales lunches				
Paid to individual	Gifts (limited to \$25 per individual or couple)				
OTHER INTEREST: (do not include auto or truck)	Tickets				
List life insurance loans separately	Tickets to qualified charitable events UTILITIES & TELEPHONE:				
Business only credit card					
*LEGAL & PROFESSIONAL: Attorney fees for	Electricity (business)				
business, accounting fees, bonds, permits, etc.	Natural gas/heating fuel (business)				
OFFICE EXPENSE: Postage, stationery, office	Garbage, water, sewer (business)				
supplies, bank charges, pens, etc.	Telephone (bus. line, second line, other options)				
PENSION/PROFIT SHARING: Employees only	Business long distance (from home telephone)				
*RENT/LEASE: Machinery and equipment	Faxes, paging svcs, cellular svcs, online svcs				
Other business property	WAGES: (bring your copy of W-2s/941s if they have been filed)				
*REPAIRS & MAINTENANCE: Building, equipment,	Wages to spouse (subject to Soc.Sec. and				
etc. (do not include auto or truck)	Medicare tax)				
SUPPLIES: Flash drives, Cds, etc.	Children under 18 (not subject to Soc.Sec. and Medicare tax)				
Misc. (not included elsewhere)	Other				
TAXES: Personal property	OTHER EXPENSES (not listed elsewhere):				
Licenses (not auto/truck)	Copyright fees				
Real estate of business building & land	Courier services				
Sales tax (if included in gross sales)	Dues & publications				
Payroll (your share Soc.Sec./Medicare)	Editing fees				
TRAVEL (number of nights away):	· · · · · · · · · · · · · · · · · · ·				
City Nights out City Nights out	Education / workshops / seminars				
	Entry Fees				
City Nights out City Nights out	Laundry & cleaning				
City Nights out City Nights out	Printing & copying				
City Nights out City Nights out	Research				
	Shipping				

#### **EQUIPMENT PURCHASED**

(Computer, monitor, laptop, printer, copier, scanner, external hard drive, fax machine, tape recorder, microphone, camera & lenses, office furniture, storage cabinets, bookcases)

ltem Purchased	Date Purchased	Business Use %	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other 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.

Due date of return is January 31. Non-filing penalty may apply. If recipient does not furnish you with his/her Social Security Number, you are required to withhold tax on the payment(s).

Name	Address	Social Security #	Amount	Purpose of Payment