

**INCOME AND EXPENSE STATEMENT**



FOR TAX YEAR ENDED: \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**EIN Number:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Financial Statements in U.S. Dollars**

**Revenue**

Gross Sales  
 Less: Sales Returns and Allowances  
 Services  
 Other  
**Total Revenue**

	-

**Cost of Goods Sold**

Beginning Inventory  
 Add: Purchases  
       Freight-in  
       Direct Labor  
       Indirect Expenses  
 Inventory Available  
 Less: Ending Inventory  
**Cost of Goods Sold**

	-
	-

**Gross Profit (Loss)**

-
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**Expenses**

Advertising  
 Amortization  
 Bad Debts  
 Bank Charges  
 Charitable Contributions  
 Commissions  
 Contract Labor  
 Depreciation  
 Dues and Subscriptions  
 Employee Benefit Programs  
 Insurance  
 Interest


**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# INCOME AND EXPENSE STATEMENT



FOR TAX YEAR ENDED: \_\_\_\_\_

Legal and Professional Fees		
Licenses and Fees		
Miscellaneous		
Office Expense		
Payroll Taxes		
Postage		
Rent		
Repairs and Maintenance		
Supplies		
Telephone		
Travel		
Utilities		
Vehicle Expenses		
Wages		
<b>Total Expenses</b>		-
<b>Net Operating Income</b>		-
<b>Other Income</b>		
Gain (Loss) on Sale of Assets		
Interest Income		
<b>Total Other Income</b>		-
<b>Pre-Tax Income</b>		-
<b>Taxes</b>		
<b>Income Tax Expense</b>		
<b>Net Income (Loss)</b>		-

**IRS Circular 230 Disclosure**

To ensure compliance with requirements imposed by the IRS, we inform you that any U.S. federal tax advice contained in this document is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code, or (ii) promoting, marketing, or recommending to another party any transaction or matter that is contained in this document.

**Tax Payer/Business Owner Acknowledgement:**

I, \_\_\_\_\_ hereby acknowledge that all financial information contained in this document are true representaton of my/our business operations. I am/we are responsible for any income and expense misrepresentation



**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_