



## Profit and Loss Statement for Self-Employed

Client Name \_\_\_\_\_

SSN \_\_\_\_\_ EIN \_\_\_\_\_

Business Name \_\_\_\_\_ Type \_\_\_\_\_

Business Address \_\_\_\_\_

**Amount      %Percentage**

**REVENUE**

Sales Revenue		
Credit Card Sales Revenue		
<b>Total Sales Revenue</b>		

**COST OF SALES**

Product/Services Purchased		
<b>Total Cost of Sales</b>		

<b>Gross Profit</b>		
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**EXPENSES**

Advertising		
Licenses		
Contractors		
Meals		
Entertainment		
Rent		
Telephone		
Cellular Phone		
Internet		
Utilities		
A. water		
B. gas		
C. electricity		
Depreciation		
Insurance		
Repairs and maintenance		
Work Clothes		
Protective Gear		
Training Classes		
Reference Materials		
Equipment		
Furniture		
Office Supplies		
Work Supplies		
Postage		
Bank Fees		
Bank Interest: CC/Loans		
Taxes		
<b>Total Expenses</b>		

Business Use of Vehicle		
Do you use a vehicle for business purposes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Make/Model	_____	
Date Placed in Service	_____	
Total Mileage	_____	
Business	_____	
Personal	_____	
Commute	_____	

Business Use of Home		
Do you use your home for business purposes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Total Sq ft	_____	
Sq ft used for business	_____	

Record Keeping	
You are responsible for making sure all amounts reported for your business are correct. You should maintain your business related documents for 7 years.	
The following is a list of business records accepted by the IRS:	
<input type="checkbox"/> Sales Receipts	<input type="checkbox"/> Business Licenses
<input type="checkbox"/> Invoices	<input type="checkbox"/> Lease Agreements
<input type="checkbox"/> Sales Logs	<input type="checkbox"/> Bank Statements

To the best of my knowledge, the information I have provided is true and accurate. I understand that knowingly submitting false information can result in fines or criminal penalties from the Internal Revenue Service. I also understand that all tax returns are subject to IRS approval, and payments or refunds may be delayed by them.

Signature \_\_\_\_\_

Date \_\_\_\_\_