

Company Name \_\_\_\_\_ Year \_\_\_\_\_



# Corporation or LLC Worksheet

**Income**

12 months of bank deposits	
Total Revenue/Sales	
All 1099s received - need copies	
Other Income (lottery, atm etc.)	

**Cost of goods Sold**

Beginning Inventory	
Purchases of goods sold	
Materials & Supplies	
Ending Inventory	

**List of Assets (cost & date acquired)**

Land	
Building	
Equipment	
Goodwill	
Leasehold Improvements	
Inventory	
Settlement Charges	
Additional capital contribution	

**Loans: (need the following)**

Amount, term, rate & balance	
Interest Expense	

**Auto expense**

Lease payments	
Auto Insurance	
Interest on auto loan	
Repairs & Maintenance	
Gas purchases	
Date car purchased	
Model and make of auto	
Other	

**Salaries & wages**

Total gross wages paid	
Employers paid payroll taxes	
Total of 1099s to contractors (need copies of all 1099s paid)	

**Other Expenses**

Accounting	
Advertising	
Bank Charges	
Cash Short/over	
Commissions	
Credit Card Charges	
Depreciation	
Discounts	
Dues & Subscriptions	
Education & Training	
Employee benefits programs	
Equipment Lease	
Freight	
Gifts	
Insurance	
Internet	
Janitorial	
Laundry and cleaning	
Marketing	
Meals and Entertainment (50%)	
Meals and Entertainment(100%)	
Miscellaneous	
Office Expense	
Parking and tolls	
Payroll Processing Fees	
Pension, profit sharing plans	
Permits and fees	
Postage/Shipping	
Printing	
Repairs and Maintenance	
Rents	
Security	
State Income Tax	
Property Tax	
Other tax	
Licenses	
Supplies	
Telephone	
Tools	
Travel	
Uniforms	
Utilities	
Pest Control	
Amortization	
Other (list) _____	

Client's signature \_\_\_\_\_  
 Print name \_\_\_\_\_  
 Date \_\_\_\_\_

By signing above I verify and affirm that all the tax information on this sheet is correct & accurate  
 I give my permission to Sikka & Associates: Accounting & Tax Consultants to prepare my tax  
 return on the basis of information provided by me. I understand that if any foregoing information  
 provided to the accountant is incorrect, I will be liable for any or all consequences/penalties