

RETAIL SALES EXPENSES (continued)

ADVERTISING/PROMOTION: Ads, business cards, web site, greeting cards, fliers, open house, etc.	
*COMMISSIONS & FEES PAID: Franchise fee	
*CONTRACT LABOR:	
EMPLOYEE BENEFITS: Health insurance, company party, mileage reimbursements, etc.	
INSURANCE: Worker's comp, business liability (do not include auto/truck/health)	
INTEREST:	Mortgage (on business bldg.):
	Paid to financial institution
	Paid to individual
OTHER INTEREST: (do not include auto or truck)	
	List life insurance loans separately
	Business only credit card
*LEGAL & PROFESSIONAL: Attorney fees for business, accounting fees, bonds, permits, etc.	
OFFICE EXPENSE: Postage, stationery, office supplies, pens, etc.	
PENSION/PROFIT SHARING: Employees only	
*RENT/LEASE:	Machinery and equipment
	Other business property
*REPAIRS & MAINTENANCE: Building, equipment, etc. (do not include auto or truck), trash removal, window washing	
SUPPLIES:	Misc. (not included elsewhere)
	Sm.tools, decorations, music, menus
TAXES:	Personal property
	Licenses (not auto/truck)
	Real estate of business building & land
	Sales tax (if included in gross sales)
	Payroll (your share Soc.Sec./Medicare)
TRAVEL (number of nights away):	
City_____	Nights out ____ City_____ Nights out ____
City_____	Nights out ____ City_____ Nights out ____
City_____	Nights out ____ City_____ Nights out ____
City_____	Nights out ____ City_____ Nights out ____

EXPENSES (AWAY FROM HOME OVERNIGHT):	
	Lodging
	Meals & tips (keep total separate from other costs)
	Convention fees
	Cruise ship convention/seminar
	Airplane or train fares
	Auto rental, taxis or bus fares
	Other (incidentals, laundry, etc.)
MEALS & ENTERTAINMENT:	
	Sales lunches
	Gifts (limited to \$25 per individual or couple)
	Tickets
	Tickets to qualified charitable events
UTILITIES & TELEPHONE:	
	Electricity & natural gas (business)
	Garbage, water, sewer (business)
	Telephone (bus. line, second line, other options)
	Business long distance (from home telephone)
	Faxes, paging svcs, cellular svcs, online svcs
WAGES:	(bring your copy of W-2s/941s if they have been filed)
	Wages to spouse (subject to Soc.Sec. and Medicare tax)
	Children under 18 (not subject to Soc.Sec. and Medicare tax)
	Other
OTHER EXPENSES (not listed elsewhere):	
	Bags, boxes, gift wrap, labels
	Bank charges / credit card fees
	Check verification service
	Delivery services, shipping
	Dues & publications
	Education, research, product samples
	Laundry & cleaning, linen service
	Price taggers & labels
	Printing & copying
	Small display items
	Trade show fees

EQUIPMENT PURCHASED

Display cabinets & stands, signs, lighting, cash register, computer, printer, fax, software, furnishings, etc...

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

BUILDOUT EXPENSE / LEASEHOLD IMPROVEMENTS

Description	Date Purchased	Cost (include sales tax)	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. Nonfiling penalty can be \$150 per recipient. 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