

ROGER LAMBERSON, PLC
725 W ELLIOT RD, STE 101-8
GILBERT, AZ 85233
(480) 591-1002

LLC & BUSINESS WORKSHEET

Business Name:				Office in Home Expenses & Info.	
Address				Square Feet of Office #	
Fed Id #				Total Home Sq. Feet #	
(Round to the nearest DOLLAR)				Home Cost \$	
Income ----All Sales, 1099 Income, Bank Deposits & Cash Income		\$		Start Here and Work Down Closing & Improvement Cost <small>Electric, Water & Gas All Year</small> Home Utilities Home Insurance \$ Home Repairs & Maint. <small>Whole Year Cost</small> Home Rent or HOA Fees \$ Safe-Harbor Method \$5/ft up to 300Sq.Ft. \$	
Did you make payments requiring you to file 1099 forms? **		Yes No			
If "yes" did you or will you file all required 1099 forms? **		Yes No			
Cost of Goods Sold:		(Cost of your products for sale)			
January 1 st Inventory:		\$		Year End Bank Balance? \$	
Products Purchased (List):		\$		Personal Investment in business? \$	
Other--Supplies, Sub-Contractors				Personal Expenses & Withdrawals? \$	
Less--Year End Inventory:		\$ <small>(At Cost)</small>		Family Health Insurance Paid? \$	
Total Cost of Goods Sold		\$			
Expense Amounts:					
Advertising/Marketing		\$		Business Supplies \$	
Auto/Truck Expense		Year & Make		Taxes & Licenses: Bus. Lic.	
Purchase Date & Cost / /		\$		Sales Taxes \$	
Total Miles all year		#		Payroll Taxes (List)	
Business Miles		#		Auto Licenses	
Commuting/Personal Miles		# /		Business Travel: Lodging \$	
Auto Fuel/Repair Cost		\$ /		Transportation: Air, Rental /	
Auto Insurance/Lease		/		Business Meals & Food \$	
Commission & Fees		\$		Number of Nights out of town #	
**Contract Labor: 1099		\$		Business Utilities: Elect/Gas \$ /	
Business Insurance				Bus. Phones	
Business Interest Exp		\$		Cell Phones	
Employee Benefits				Internet - Web Fees /	
Legal/Tax/Professional Fees		/		W-2 Labor/Salaries \$	
Office Expenses: - Supplies		\$		Equipment Fuel Cost	
Bank Charges				Small Tools & Equipment /	
Dues & Subscriptions				Office Equip./Computers \$ /	
Postage & Freight		/		Real Estate Fees (List)	
Books/Printing/Copies		/		Merchant Card/PayPal Exp /	
Rental: Equipment Rental				Gift - Promotion Expenses	
Rental: Building or Office				Seminars/Education Exp. /	
Repairs & Maintenance		\$		Uniform & Cleaning Cost \$ /	
Equipment Purchased:		Date Purchased:		Cost Amounts:	
		/ /		\$	
		/ /		\$	
		/ /		\$	
				Accum. Dep.	
				Other:	
				\$	
				\$	
				\$	