

Profit and Loss Statement 2021



Client Information

Name		Last 4 of SSN	
Business Name		Business EIN	
Business Activity		Business Start Date	

Schedule C

Income	
Total cash, checks and credit card payments to you	
Returns and refunds	

Expenses			
Advertising		Legal and professional services	
Contract Labor (1099s you gave out)		Materials and supplies	
Equipment rent and lease		Office supplies	
Rent and lease (building)		Utilities	
Monthly cell phone expense		Is your cell phone used only for business?	
Taxes and licenses		Overnight travel expenses	
Business liability insurance		Continuing education	
Parts and supplies		Payroll processing fees	
Postage and shipping		Janitorial services	
Repairs and maintenance		Tools	
Other expense (_____)		Other expense (_____)	

Vehicle Information

Month/year vehicle was first used for business		Make/model of vehicle	
Business miles driven		Interest paid on car loan	
Do you have another vehicle for personal use?		Do you have evidence to support your deduction?	

Home Office

Square footage of work space		Square footage of home/apartment	
Mortgage interest		Rent	
Insurance		Real estate taxes	
Utilities and services		Qualified mortgage insurance premiums	
Repairs		Security system	

Cost Of Goods Sold (Inventory)

Beginning inventory		End of year inventory	
Purchases throughout the year		Inventory used for personal use	

By my signature below, I acknowledge the information listed above is true and correct.

Client Signature _____ Date _____