

**PETTIGREW & PETTIGREW
CERTIFIED PUBLIC ACCOUNTANTS**

150 Roberson Mill Road
Milledgeville, GA 31061
(478) 453-9305

BUSINESS INCOME & EXPENSE ORGANIZER

BUSINESS INFORMATION:

Business Name _____ Type of Business _____
(ex. Sole Proprietorship, S-Corporation, Partnership)
 Business Address _____ Federal Identification Number _____
 _____ Business Description _____

Please refer to the section on the back regarding PPP and EIDL Stimulus loans

INCOME:

Gross Receipts or Sales _____
 Refunds/Returns _____
 Other Income _____

COST OF GOODS SOLD: (if applicable)

Beginning Inventory _____
 Purchases less Cost
 of Personal Use Items _____
 Labor (not including
 Owner's Salary) _____
 Materials & Supplies _____
 Ending Inventory _____

EXPENSES:

Advertising _____
 Bank Charges _____
 Business Entertainment _____
 Car & Truck Expenses
 or Business Miles Driven _____
 Dues & Subscriptions _____
 Employee Benefits _____
 Equipment Rental/Lease _____
 Freight Charges _____
 Insurance _____
 Interest (Mortgage) _____
 Interest (Other) _____
 Laundry & Linen _____
 Legal & Professional _____

Office Expense _____
 Postage _____
 Rent (Building) _____
 Repairs & Maintenance _____
 Small Tools & Equipment _____
 Sub-contractors _____
 Supplies _____
 Taxes _____
 Telephones _____
 Travel & Lodging _____
 Travel (meals) _____
 Utilities _____
 Wages _____
 Home Office (see reverse) _____
 Other _____

* Did you *purchase* or *sell* any equipment during the current year? Yes () No ()

If yes, please describe below:

Type _____ Purchased () Sold () Date _____ Amount _____
 Type _____ Purchased () Sold () Date _____ Amount _____
 Type _____ Purchased () Sold () Date _____ Amount _____
 Type _____ Purchased () Sold () Date _____ Amount _____

(OVER)

HOME OFFICE:

*Was your home office used regularly for business? Yes () No ()

*Was your home office used exclusively for business? Yes () No ()

If you answered "No" to either of the above questions, a home office expense deduction is not allowable.
If you answered "Yes" to both of the above questions, please continue.

Purchase Price of Home _____

Square Footage of Office _____

Square Footage of Home _____

Expenses:

Mortgage Interest _____ Other Interest Paid _____

Real Estate Taxes _____ Insurance _____

Repairs _____ Maintenance _____

Utilities _____ Other _____

OTHER

1. Qualified Business Income deduction (20% deduction) – If applicable, please provide:

Copies of W-2s (and W-3)

Copies of invoices for any fixed assets purchased (such as vehicles, equipment, Furniture, fixtures, land, buildings, etc).

2. Did you make any payments in 2018 that would require you to issue 1099-Misc?

Payments for services, rents, or legal advice exceeding \$600 annually may require 1099-Misc.

If yes, did you issue the form 1099-MISC including the copies to the IRS?

Please provide copies of the 1099s that were issued.

3. Did you receive a PPP (Payroll Protection Plan) loan? YES or NO

If so, how much did you receive? \$ _____

How much of the loan was forgiven? \$ _____

When was the loan forgiven? _____ Please bring evidence of the forgiveness.

4. Did you receive the EIDL Grant or the EIDL Loan? YES or NO

If so, how much did you receive? _____

(OVER)