

**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 \_\_\_\_\_

**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 2021 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.

(OVER)