

**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 _____ <small>(ex. Sole Proprietorship, S-Corporation, Partnership)</small>
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 2023 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)