

# WEB DESIGNER'S INCOME & EXPENSE WORKSHEET

YEAR \_\_\_\_\_

NAME \_\_\_\_\_ Federal ID # \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS OF BUSINESS \_\_\_\_\_

How many months was this business in operation during the year? 12 Months  OR From \_\_\_\_\_ Through \_\_\_\_\_

How many hours during the year did you and/or your spouse devote to this business? FULL TIME  OR # of hours \_\_\_\_\_

Is any portion of your investment in this business *not* subject to payback by you? YES  NO

## ▼ BUSINESS INCOME ▼

<b>GROSS RECEIPTS FOR SERVICES:</b>  Reported on 1099:  Not reported on 1099:		<b>1099 – MISC.</b> Bring in ALL 1099s received. Include Non-Employee Amount in Gross Sales. Do your records agree with the amount reported? YES <input type="checkbox"/> NO <input type="checkbox"/>  Did you receive \$10,000.00 in actual cash from any individual at any one time—or in accumulated amounts—during this tax year?
<b>OTHER INCOME: Honorariums, speaker's fee's, referral fees, barter, etc.</b>		

## ▼ Sales of Equipment, Machinery, Land, Buildings Held for Business Use ▼

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost

## ▼ CAR and TRUCK EXPENSES ▼

	VEHICLE 1	VEHICLE 2
Year and Make of Vehicle		
Date Purchased (month, date and year)◊		
Ending Odometer Reading (December 31)		
Beginning Odometer Reading (January 1)	-	-
Total Miles Driven (End Odo – Begin Odo)		
Total Business Miles (do you have another vehicle?)		
Total Commuting Miles		
Parking Fees and Tolls		
License Plates		
Interest		
<i>Continue only if you take actual expense (must use actual expense if you lease)</i>		
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.		
Lease Costs		

## ▼ OFFICE in HOME ▼

**Office must be focal point of business.**

Date Acquired Home \_\_\_\_\_

Total Cost \_\_\_\_\_

Cost of Land \_\_\_\_\_

Cost of Improvements \_\_\_\_\_

Sq. Footage of Home \_\_\_\_\_

Sq. Footage of Office Area \_\_\_\_\_

Rent Paid (if you rent) \_\_\_\_\_

Interest \_\_\_\_\_

Taxes \_\_\_\_\_

Utilities/Garbage \_\_\_\_\_

Insurance \_\_\_\_\_

Repairs/Maintenance \_\_\_\_\_

Hours Used per Week \_\_\_\_\_

Hours Worked per Week \_\_\_\_\_

## WEB DESIGNER'S EXPENSES (continued)

<b>ADVERTISING/PROMOTION:</b> Ads, business cards, promotional giveaways, greeting cards, web site and related costs	
<b>EMPLOYEE BENEFITS:</b> Health insurance, company party, mileage reimbursements, etc.	
<b>FEES PAID:</b> Domain hosting	
Membership in professional or creative guilds	
Other memberships	
PayPal, credit card service fees, etc.	
<b>INSURANCE:</b> Worker's comp, business liability (do not include auto/truck/health)	
<b>INTEREST:</b> Mortgage (on business bldg.):	
Paid to financial institution	
Paid to individual	
<b>OTHER INTEREST:</b> (do not include auto or truck)	
List life insurance loans separately	
Business-only credit card	
<b>*LEGAL &amp; PROFESSIONAL:</b> Attorney fees for business, accounting fees, bonds, permits, etc.	
<b>OFFICE EXPENSE:</b> Stationery, office supplies, software updates, etc.	
<b>PENSION/PROFIT SHARING:</b> Employees only	
<b>*RENT/LEASE:</b> Machinery and equipment	
Other business property, storage	
Other	
<b>*REPAIRS &amp; MAINTENANCE:</b> Building, equipment, etc. (do not include auto or truck)	
<b>SUPPLIES:</b> Misc. (not included elsewhere)	
Small tools	
<b>TAXES:</b> Licenses (not auto/truck)	
Real estate of business building & land	
Sales tax (if included in gross sales)	
Payroll (your share Soc.Sec./Medicare)	
<b>TRAVEL</b> (number of nights away):	
City_____ Nights out ___ City_____ Nights out ___	
City_____ Nights out ___ City_____ Nights out ___	
City_____ Nights out ___ City_____ Nights out ___	

<b>EXPENSES</b> (AWAY FROM HOME OVERNIGHT):	
Lodging	
Meals & tips (keep total separate from other costs)	
Trade show & convention fees	
Cruise ship convention/seminar	
Airplane or train fares	
Auto rental, taxis, train or bus fares	
Other (incidentals, laundry, etc.)	
<b>MEALS &amp; ENTERTAINMENT:</b>	
Business meals	
Gifts (limited to \$25 per individual or couple)	
Tickets	
<b>UTILITIES &amp; TELEPHONE:</b>	
Electricity (business bldg.)	
Natural gas/heating fuel (business bldg.)	
Garbage, water, sewer (business bldg.)	
Telephone (bus. line, second line, fax line, other)	
Internet services	
Business long distance (from home telephone)	
Cellular services, paging services	
<b>WAGES:</b> (bring your copy of W-2s/941s if they have been filed)	
Wages to spouse (subject to Soc.Sec. and Medicare tax)	
Children under 18 (not subject to Soc.Sec. and Medicare tax)	
Other	
<b>OTHER EXPENSES</b> (not listed elsewhere):	
Bank charges	
*Copywriters	
*Designers, audio designers	
Dues, publications, books	
Education, seminars, workshops, cds, dvds & online training	
Fonts & stock art	
*Photographers	
Postage & shipping	
*Programmers	
Other	

## EQUIPMENT PURCHASED

(Computers, monitors, furnishings, cameras, copiers, networking equipment, software, software upgrades & plug-ins, etc.)

Item Purchased	Date Purchased	Business Use %	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other Information

\*1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

Due date of return is January 31. Nonfiling penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold tax on the payment(s).

Name	Address	Social Security #	Amount	Purpose of Payment