

♥ Gross Sales

♥ Expense by Category

Advertising	website, business cards, flyers, design fees		Rent or Lease	for office, equipment	
Car /Truck - pt 1	parking fees, ferry, tolls		Repairs/Maintenance	computers, tools, equipment	
Car / Truck - pt 2	mileage or actual costs		Supplies	stuff you need for your service or products and books, magazines	
Commissions / Fees	official ones, e.g. broker fees		Taxes and Licenses	business licenses, B+O tax, entity renewal	
Contract Labor	independent contractors who not professionals		Travel	transportation, lodging, meals during travel	
Depr./Section 179	items, tools that cost over \$100		Meals (Half of Total)	meeting with others for biz	
Insurance	general liability		Utilities	cell phone, Dropbox, wi-fi, % of home utilities (if applicable)	
Interest	business loans		Other - Bank Fees	fees from banks, credit cards, PayPal, Stripe, etc.	
Legal and Prof.	lawyers, accountants, anyone requiring prof. License		Other - Prof. Dev.	classes, consulting, conferences, retreats, webinars	
Office expense	paper, ink, folders, notebooks, postage		Other - _____		

Mileage	Business		Total Expenses	
	Personal		Tentative Profit	
	Commuting		Home Office	
Odometer / Jan 1			Sq. Footage	
Dec 31				

Estimated Quarterly ♥ Tax Payments	1	Date	Amount	3	Date	Amount
	2			4		

♥ irs

Total Gross

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		Payer / Processor	Amount	✓
FILE	1099-NEC and 1099-MISC <i>From Payers</i>			
			other payments	

STORE	1099-K <i>From Processors</i>			

♥ wa state

Services

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♥ seattle

Total "Worldwide" Gross Sales

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Inside Seattle