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RELIANTCONSULTING

PERSONAL AND BUSINESS TAXES

12631 Imperial Highway, Suite B-200 Santa Fe Springs, CA 90670 Telephone: (562) 863-2530

REVENUE	COST OF GOODS SOLD (COGS)		
Gross Receipts Income	Beginning Inventory		
1099-Misc Income	Purchases +		
Cash Income	Cost of Labor +		
Other Income	Ending Inventory -		
Total Gross Income	COGS		
EXPENSES			
Accounting	Parking		
Advertising	Postage		
Amortization (bring schedule)	Publications		
Bad Debts (do not use if on CASH basis)	Rent or Lease of Property		
Bank Service Charges	Rent or Lease of Equipment		
Car and Truck	Repairs		
Cellular Phone Charges	Research and Development		
Commissions	Security and Safety		
Computer Hardware	Shipping & Delivery Fees		
Computer Software	Storage		
Depreciation (bring list of assets)	Supplies		
Dues and Subscriptions	Taxes Business		
Donations (cash and check)	Payroll		
Education	Property		
Employee Benefit Program	Sales Tax		
Equipment/Machinery	Telephone		
Gifts (Business or Promotional)	Tools		
Insurance	Travel Airfare		
Interest Expense	Lodging		
Janitorial Service	Meals		
Laundry and Cleaning	Transportation		
Legal & Professional Fees	Other		
Licenses and Permits	Uniforms/Protective Clothing		
Maintenance	Utilities (water, gas, electricity)		
Meals and Entertainment	Wages		
Merchant Fees	Home Office - Rent		
Office	Business Use-sq ft		
Online Services	Home total-sq ft		
Other Business Expenses	Mileage: Total		
Outside/Contact Services*	Business		
*(\$>600 requires 1099 to be prepared)	Actual Car Expense		

PRINT NAME:

SIGN & DATE:

* I acknowledge that the amounts listed on this form are accurate and correct.