

INGRESOS/GROSS WAGES:	TOTAL:
Gross receipts: Ventas con Taxes / Taxable Sales: (1099-Misc), (1099-K) (Cash)	\$
Cost of Goods sold: Ventas sin Taxes/ Non-Taxable Sales: Materials & supplies	\$

Tiene licencia de negocio? / Do you have a Business license? Si/Yes _____ No _____ Your Email: _____

*Si usted paga taxes al **BOARD OF EQUALIZATION** favor de traer los 4 reportes trimestrales que preparo y pago al BOE.

*If you pay taxes to the **BOARD OF EQUALIZATION** Please provide us with the 4 Quarterly returns you prepared and paid to BOE.

Por favor de completar este formulario lo más eficaz que pueda con sus recibos, facturas, gastos y de llenar las cantidades ANUALES. Esto le ahorrara tiempo y dinero, y nos ayudara a nosotros para preparar su declaración más eficaz y ayudarle a recibir el **MAXIMO REEMBOLSO Y/O CREDITOS** que usted se merece. Por favor traiga sus estados de cuentas bancarias de negocio del año(12 meses)Ene-Dec.

Please complete this form as accurately as you can and write the amounts ANNUALLY for each category. If you are unsure of certain expenses bring your receipts at the time of preparing your return and we will be glad to help you at the time of preparing your return. This will save you time and money and will help us prepare your return efficiently and help you get the **MAXIMUM REFUND OR CREDITS** you deserve. Please bring your business bank statements for the year(12 months) Jan-Dec.

GASTOS/EXPENSES:

TOTAL ANUAL/ANNUAL TOTALS:

Alquiler de local / Rents or Lease	\$
Aseo, Higiene, Limpieza / Maintenance	\$
Auto, Mantenimiento, Reparaciones/Auto Maintenance & Repairs	\$
Cargos del Banco / Bank Charges	\$
Comisiones / Commissions *	\$
Contabilidad / Bookkeeping	\$
Empleados, Ayudantes etc. / Employees & Assistants**	\$
Encomiendas, Correo, Estampillas / Mailings & Postage	\$
Gasolina y Diesel / Gasoline & Diesel	\$
Herramientas / Tools	\$
Impuestos de Income Tax / Income Taxes Paid	\$
Licencias y Permisos / Permits & Licenses	\$
Materiales / Materials	\$
Oficina / Office	\$
Estacionamiento / Parking	\$
Publicidad / Marketing and Advertising	\$
Otras Rentas / Other Rentals	\$
Restaurantes, Supermercado / Restaurants and Groceries	\$
Seguridad / Security	\$
Seguros / Insurance	\$
Servicios Profesionales / Professional Services	\$
Suscripciones y Cuotas / Quotes and Subscriptions	\$
Telefono / Telephone	\$
Uniformes / Uniforms	\$
Utilidades: Agua, Luz, Gas, Basura/Utilities: Water, Power, Gas, Trash	\$
Viajes (boletos, Hotel etc.) / Travel (Fares, Lodging etc.)	\$
Perdidas/Bad debts/Losses	\$
** If you paid employees, please bring payroll documents. (EDD) for W-2's	\$
If you paid without payroll, please brings documents for forms 1099-Misc	\$
*To preparer 1099-Misc, We need Name, SSN or ITIN, Address & Yearly Amount	\$

Name/Nombre _____ Firma/Signature: _____ Fecha/Date: _____