



FRANCISCO CHUA PATAWARAN & ASSOC., LLC

*Tax Preparation & Consulting*

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# BUSINESS SUMMARY WORKSHEET

**Tax Period : 12/31/**

Member of: The National Society of Accountants

The National Association of Tax Professionals

**SERVING ALL 50 STATES - WE'RE JUST A FAX, E-MAIL OR MAILBOX AWAY!**

Please Fill Out Completely and Legibly

Business Name:		E.I.N.:	
Address:		Owner:	
Total Gross Income: \$		Taxpayer:	Spouse:      Jointly:
Advertising:	\$	Business Meetings & Meals	\$
Car/Truck Make and Model:		Utilities - Gas & Electric:	\$
Date placed in service:		Water & Sewer:	\$
Total Mileage for the year:		Phone/Internet/Cable Provider:	\$
Fuel, Gas, and Repairs:	\$	Cost of Goods Sold - Purchases:	\$
Insurance:	\$	Cost of Labor:	\$
Registration and Licensing:	\$	Materials & Supplies:	\$
Commissions/Fees:	\$	Professional Dues:	\$
Equipment purchase - Small:	\$	Seminars, C.E., Books, Journals, Reference Materials:	\$
Large:	\$	Shipping & Handling, Postage	\$
Other:	\$	Business Gifts/Donations:	\$
Insurance:	\$	<b>Other Expenses (List below)</b>	
Legal/Professional Services:	\$		\$
Rent/Lease - Office/Work Area	\$		\$
Equipment:	\$		\$
Other:	\$		\$
Traveling:	\$		\$
Tolls & Parking:	\$		\$