WESTRA, TILLEMA & O'CONNOR, LLC
2011 BUSINESS TAX WORKSHEET

Business Name_____ Address_____
Main Business Activity_____ Product_____ Employer ID No. ____ - _____

Filing of 1099 Forms: (Please request a worksheet to meet filing requirements if needed by the **January 31, 2012** deadline)
Were payments made in 2011 that would require you to file Form(s) 1099? Yes____No____If yes, will all required Forms 1099 be filed? Yes____No____

A. **INCOME** Gross Receipts or Sales ..... $_____
Less: Returns and Allowances..... $< >
= Net Receipts or Sales ..... (A) $_____

B. **COST OF GOODS SOLD**
Inventory at Beginning of Year ..... $_____
Add: Purchases of Merchandise for Resale ..... $_____
Cost of Labor ..... $_____
Materials and Supplies..... $_____
Other Costs..... $_____
Less: Inventory at End of Year ..... $< >
= Cost of Goods Sold ..... (B) $_____

C. **GROSS PROFIT FROM SALES** .....(A-B) $_____

D. **OTHER BUSINESS INCOME** (List): _____ $_____
_____ $_____

E. **GROSS INCOME** ..... (C+D) $_____

F. **EXPENSES** (Identify any interest or rent paid to a related-party individual or entity)
Advertising ..... $_____
Auto Expense using the standard mileage rate (enter miles):
Total **before 7/1**_____- personal_____= business_____x 51.0¢
Total **after 6/30** _____- personal_____= business_____x 55.5¢ = $_____
Commissions (See Note 2 Below) ..... $_____
Contract Labor (See Note 2 Below)..... $_____
Employee Benefit Programs Total $_____Less HI Tax Cr. $_____ = $_____
(Include Section 105 Medical Plan)
Insurance (Other than Auto & Health)..... $_____
Interest Paid (See Note 2 Below) [a] Mortgage Interest Paid to Banks, etc..... $_____
[b] Other Interest Paid ..... $_____
Legal, Accounting, and Professional Services (See Note 2 Below)..... $_____
Office Supplies and Postage ..... $_____
Pension and Profit-Sharing Plans..... $_____
Rent or Lease (See Note 2 Below) [a] Vehicles, Machinery, and Equipment ..... $_____
[b] Other Business Property..... $_____
Repairs and Maintenance..... $_____
Supplies ..... $_____
Taxes and Licenses: Licenses and Permits ..... $_____
Business Real Estate Tax ..... $_____
Personal Property Tax..... $_____
Sales Tax ..... $_____
FICA Tax (Employer's Share)..... $_____
Unemployment Taxes ..... $_____
Other (List) _____ $_____
Total Taxes and Licenses ..... $_____
Travel (IRS requires a permanent log)..... $_____
Meals and Entertainment: Total Expenses _____ x 50% = ... $_____
Utilities, Telephone and Internet Fees ..... $_____
Wages (See Note 1 Below) ..... $_____
Bank Charges..... $_____
Dues and Publications..... $_____
Laundry and Cleaning..... $_____
Car and Truck Expenses (Actual Costs for Insurance, Licenses, Repairs, Tires, etc.)..... $_____
Other (List): _____ $_____
_____ $_____
_____ $_____
_____ $_____
Total Expenses Before Depreciation ..... $_____
Depreciation.....(please leave blank) $_____
Total Expenses Including Depreciation..... (F) $_____
Expenses for Business Use of Home (please leave blank) $_____

Office use only

Net Income =

SALES OF BUSINESS ASSETS: Please indicate (*) for sales to related parties.

Item Sold	Date Bought	Date Sold	Sales Price	Cost	A / D	G / L
			$	$	$	$
			$	$	$	$

ASSETS PURCHASED: Please indicate (*) assets purchased for handicap purposes.

Description of Item Purchased	New/Used	Date Bought	Cost, if no Trade, Or Cash Boot Paid	Description of Item Traded
			$	
			$	
			$	
			$	
			$	
			$	
			$	

(1) If you paid employees, see the attached worksheet and the **January 31, 2012** deadline for filing Forms W-2, 941, 944 and other reports.
(2) Please see the attached worksheet for Forms 1099 filing requirements and the **January 31, 2012** deadline.