

**WESTEN, GRAFF & CO**  
**TAX QUESTIONNAIRE**  
**Schedule C - Business Income**

Business Name \_\_\_\_\_ Type of Business \_\_\_\_\_

Business address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Home office space used exclusively for this Business:

Home Square Footage: \_\_\_\_\_

Home Office Sq Footage: \_\_\_\_\_

**Business Vehicle**

Date placed in Service \_\_\_\_\_

Rented or leased vehicle: \_\_\_\_\_

Miles used for Business \_\_\_\_\_

Commuting Miles: \_\_\_\_\_

**Inventory**

Beginning of the year \_\_\_\_\_

Gross receipts or sales \_\_\_\_\_

Purchases less cost of personal items \_\_\_\_\_

Returns and allowances \_\_\_\_\_

End of the year \_\_\_\_\_

Cost of Goods Sold \_\_\_\_\_

Other income \_\_\_\_\_

**Expenses**

Advertising \_\_\_\_\_

Legal and professional fees \_\_\_\_\_

Car/Truck expenses \_\_\_\_\_

Office expense \_\_\_\_\_

Commissions \_\_\_\_\_

Repairs and maintenance \_\_\_\_\_

Contract labor \_\_\_\_\_

Supplies \_\_\_\_\_

Depletion \_\_\_\_\_

Taxes and licenses \_\_\_\_\_

Employee benefit programs \_\_\_\_\_

Travel \_\_\_\_\_

Insurance - other than health \_\_\_\_\_

Meals and Entertainment \_\_\_\_\_

Interest - mortgage \_\_\_\_\_

Utilities \_\_\_\_\_

Interest - other \_\_\_\_\_

Rented or leased equipment \_\_\_\_\_

**Other Expenses (not listed above)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Estimated Tax Payments**

	Federal	Date Pd	State	Date Pd
1st Qtr	\$		\$	
2nd Qtr	\$		\$	
3rd Qtr	\$		\$	
4th Qtr	\$		\$	

**Fixed Assets (list any new equipment purchased with a value of \$1,000 or more)**

Type of equipment \_\_\_\_\_

Purchase Date \_\_\_\_\_

Purchase Value

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_