



505 N Aspen Ave, Broken Arrow, OK 74012
 Ph: 918.258.0009 Fax: 918.615.6677

**Was there an ownership change?*

General Information	
Company Name	
Owner's Name	
SSN# / EIN#	
Entity Type	S Corp LLC Partnership Sole Proprietor

Shareholder / Partner - One	
Name	
Address	
SSN # - Cell #	
% of Ownership	

Shareholder / Partner - Two	
Name	
Address	
SSN # - Cell #	-
% of Ownership	

INCOME SOURCES	\$\$	Notes
1099 Misc		
Other Income		

COST OF GOODS SOLD	\$\$	Notes
Purchases		
Labor		
Other Expenses		



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General Expenses	\$\$	General Expenses	\$\$
Accounting / Tax Prep		Membership Dues (Associations)	
Advertising		Office Expense	
Bad Debts		Office Supplies	
Banking Fees / Services Charges		Office Utilities	
Cell Phone		Payroll Processing Fees	
Cleaning		Postage / Shipping	
Continuing Education		Rent / Lease Equipment	
Client Gifts		Rent / Lease Office	
Commissions		Repairs / Maintenance	
Contract Labor / Subcontractor		Salary - Officer / Owner	
Credit Card Processing Fees		Salary - Staff	
Internet / Website		Security System	
Janitorial		Supplies	
Legal / Professional		Telephone	
Licenses / Permits		Tolls / Parking	
Magazine Subscrip / Business Pubs		Uniforms	

Insurance	\$\$	Travel Expenses	\$\$
AFLAC Insurance		Hotel	
Disability Insurance - Not deductible		Airfare, Taxi	
Health Insurance - Employee		Meals and Entertainment	
Health Insurance - Owner			
Errors and Omissions		Taxes	\$\$
Key Man Life Insurance		Business Personal Property Tax	
Liability Insurance		Franchise Tax	
Workers Comp		Payroll Taxes - Employer	
		Sales Tax	

Auto Expenses	\$\$	Employee Benefits	\$\$
Vehicle Make & Model		401K / SEP / Profit Sharing	
Mileage - BY _____ EY _____		Company Parties / OT Meals	
Jan - Jun _____		Def'd Comp	
Jul - Dec _____		Lease Payments	
Actual Expenses			



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Description	Jan 1st Beginning Balance	Dec 31st Ending Balance
Cash in Bank <i>(list if more than one)</i>		
1		
2		
Accounts Receivable		
Credit Cards <i>(list if more than one)</i>		
1		
2		
Accounts Payable <i>(short term debts)</i>		
Loans or Mortgages <i>(list)</i>		
1		
2		
Owner Cash Contributions		
Owner Cash Distributions		

Asset Purchases	Date Purchased	\$\$	Date Placed in Service	New or Used?

Asset Sales	Date Out of Service	Date Sold	Selling Price	Trade-In?

Home Office Use	\$\$	Home Office Use	\$\$
Home Expenses		Depreciation of Home	
Electric / Gas / Water		Cost Basis of Home	
Property Taxes		Land Value of Home	
Homeowners Insurance		Date Placed in Service	
Mortgage Interest		Cost Basis of Home	
Repairs/Maintenance		Prior Depreciation	
Other Expenses			
Sq. Ft. of Office			
Sq. Ft. of Home			