

Business Name	
Business Mailing Address	
Corporate Formation (LLC, Sole Prop, S Corp, etc)?	
Date Business Began	
Federal Tax ID#	

Actuals only, estimates are not acceptable.

Nothing should be entered twice...either a figure enter on page 1 or page 2, never both.

You must retain receipts for all expenses for at least 7 years.

If using QuickBooks or another tracking method, no need to fill out page 1, only page 2.

12/31 Bank Balance

[illegible]

IRS Suggested Expense Categories

[illegible]

Other Commonly Used Categories

[illegible]

Safe Estimate Amount of Income to Pay Est. Taxes on:
Pay 30% to Fed (Form 1040-ES) & 5% to State (Form 104-EP)

\$ -
Due 4/15

\$ -
Due 6/15

\$ -
Due 9/15

\$ -
Due 1/15

email: greenmtnbookkeeping@gmail.com

Page 2 of 2