



## Balance Sheet Statement

**Assets**

\$ \_\_\_\_\_ Reconciled Cash Balance on 12/31  
**Total New Fixed Assets** (Computers, Equipment, Furniture, etc.)

AMOUNT	DESCRIPTION	PURCHASE DATE
\$ _____	_____	____/____/____
\$ _____	_____	____/____/____
\$ _____	_____	____/____/____
\$ _____	_____	____/____/____
\$ _____	_____	____/____/____
\$ _____	_____	____/____/____
\$ _____	_____	____/____/____
\$ _____	_____	____/____/____
\$ _____	_____	____/____/____

**Liabilities & Equity**

\$ \_\_\_\_\_ Notes Payable  
 \$ \_\_\_\_\_ Loans from Shareholders/Owners

Notes:

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### Home Office Expense for Form 1040, Sch. C

\$ _____	<b>Furniture (Desks, Chairs, etc.)</b>		<b>Utilities</b>
	<b>Housing Costs</b>	\$ _____	Electric
\$ _____	Rent Expense	\$ _____	Gas
\$ _____	Mortgage Interest	\$ _____	Trash
\$ _____	Property Tax	\$ _____	Water/Sewer
\$ _____	Homeowner's Insurance		<b>Other</b>
\$ _____	Home Repairs/Maintenance	\$ _____	_____

**Square Footage**

Entire Home \_\_\_\_\_ sq. ft. Home Office \_\_\_\_\_ sq. ft.

The above information is furnished to Bottom Line Services for the purpose of preparing all applicable tax returns related to the business listed above. This information is accurate and complete to the best of my knowledge and accurately represents all income and expenses associated with this business activity for the applicable tax year. I have gathered this information from records and documents maintained by the business. While Bottom Line Services will not audit or verify these records, I understand my need to keep these records on file within the business for a minimum of three years. I also understand that at any future point, I may be asked by Bottom Line Services or a governmental taxing authority to clarify or produce these records in order to verify the information listed above. I accept full responsibility for the accuracy of this data and for the maintenance of the underlying documentation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date