

Incomes / Expenses Summary 簡單損益表		
For Work-Related and Self-Employed 適合工作相關及自僱主		
Tax Year _____		
Description 項目	Percentage 相關比例	Amount 金額
Revenue 毛收入		
Expenses (including): 各種商業費用		
Office rent (Regular office & Home office) 辦公室租費		
Telephone 電話費 包括手機		
Car Expenses 汽車交通費		
- gasoline 汽油		
- repairs 維修		
- insurance 保險		
- toll & parking 過橋和停車		
Insurance (Workers comp / Disability / Health) 保險 (勞工, 傷殘, 醫療)		
Legal & professional service 律師及其它專業費用		
Office expense 辦公費用		
Equipment repair & maintenance 設備維修		
Computer & Equipment 電腦和設備		
Licenses 執照費		
Travel (Airline ticket & Hotel) 旅遊出差費 (機票和酒店)		
Meal and entertainment 餐費和交際費		
Utilities 水電費		
Cable & Internet 電視和網絡費		
Union due & professional member fee 工會費和專業會員費		
Professional seminars & Classes 專業研討會和上課		
Exams & Certification fee 考試和認證費用		
Miscellaneous 其它		
Total expenses 總的費用		
Net profit 淨收入		

Taxpayer name: _____

Signature X _____