

Credit Card Statement Form

(Business Expenses)

Please use this form to report and track business-related credit card expenses for accounting and tax purposes. Attach relevant receipts for each transaction.

Statement Header	
Business Name:	
Credit Card Number (Last 4 digits):	
Statement Period:	
Prepared By:	
Date Prepared:	

Date	Vendor / Merchant	Description / Purpose	Category	Amount	Receipt Attached	Notes
					Yes / No	
					Yes / No	
Total:						

Note: Retain this completed form and all receipts for your business's financial records and tax reporting.