

BUSINESS INCOME/EXPENSE TRACKING

AMOUNT

Income	_____
Advertising	_____
Bank Service Charges	_____
Business Meals	_____
Communications:	_____
Cell Phone	_____
Internet	_____
Land Line - if 2nd line in home	_____
Remote Connectivity fees	_____
Contract Labor	_____
Continuing Education	_____
Dues & Subscriptions	_____
Gifts to Clients (up to \$25/client annually)	_____
Insurance:	_____
Liability	_____
Medical	_____
Worker's Comp	_____
Licenses & Fees	_____
Office Supplies	_____
Postage	_____
Printing & Reproduction	_____
Professional Fees:	_____
Accounting	_____
Consulting	_____
Legal	_____

Simplified Home Office	
Total Square Footage of Home	_____
Total Square Footage of office used exclusively for this business	_____
Dates used during 2020	_____
Expanded Home Office	
Total Square Footage of Home	_____
Total Square Footage of office used exclusively for this business	_____
Dates used during 2020	_____
Please provide a copy of the Settlement Statement if this is your first yr for home office	_____
Capital Additions to your home (Please list)	_____
Total Electricity, Water, Garbage, Security Service	_____
Total Homeowners Insurance (Home and Flood)	_____
Total Homeowners Association Fees paid	_____
Total Mortgage Interest paid (need a copy of the 1098)	_____
Total Real Estate Taxes paid (need copy of 1098 form if paid thru mortgage co)	_____
If renting, rent paid during while using your home office	_____

Repairs:

- Computer _____
- Equipment _____

Software Usage Fees _____

Supplies _____

Travel:

- Airfare _____
- Lodging _____
- Meals _____
- Parking & Tolls _____
- Rental Car/Fuel _____
- Taxi _____

Other: Please list by type

BUSINESS USE OF VEHICLE

Yr, Make, Model of Vehicle used for business = _____

Business miles driven in 2020 = _____

+ Commuting miles driven in 2020 (if you have a fixed office location, not a home office) = _____

+ Personal miles driven in 2020 = _____

=Total miles driven on this vehicle in 2020 _____

Fixed Assets Purchased (i.e...computers, office furniture, software, etc...)

example Computer - 4/26/XX	<u>1,500.00</u>
example Microsoft Office - 4/26/XX	<u>500.00</u>