



## SUMMARY OF BUSINESS EXPENSES

Taxpayer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**OFFICE EXPENSES**

Marketing Membership Fee \$ \_\_\_\_\_  
 Temporary Help \$ \_\_\_\_\_  
 Office Furnishings \$ \_\_\_\_\_  
 Internet & Accounting \$ \_\_\_\_\_  
 Home / Office Improvement \$ \_\_\_\_\_  
 Postage & Courier \$ \_\_\_\_\_  
 Notary / Bank Charges \$ \_\_\_\_\_  
 Miscellaneous Office Expenses \$ \_\_\_\_\_  
**Total Office Expenses** \$ \_\_\_\_\_

**OFFICE SUPPLIES**

Business Cards \$ \_\_\_\_\_  
 Business Gifts (\$25 Each) \$ \_\_\_\_\_  
 Office / Computer Supplies \$ \_\_\_\_\_  
 Forms / Printing / Photocopies \$ \_\_\_\_\_  
 Books & Magazines \$ \_\_\_\_\_  
 Miscellaneous Supplies \$ \_\_\_\_\_  
**Total Supplies Expenses** \$ \_\_\_\_\_

**OTHER EXPENSES**

Office Rental Expenses \$ \_\_\_\_\_  
 Phones & Pagers \$ \_\_\_\_\_  
 Seminar / Training Fees \$ \_\_\_\_\_  
 Other Business Expenses \$ \_\_\_\_\_  
**Total Other Expenses** \$ \_\_\_\_\_

**RENTAL PROPERTY INCOME**

Property Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Gross Receipts Received \$ \_\_\_\_\_  
 Royalties \$ \_\_\_\_\_  
 Other Rental Income \$ \_\_\_\_\_  
**Total Rental Income** \$ \_\_\_\_\_

**NEW EQUIPMENT PURCHASED**

Computer (Laptop / Desktop) \$ \_\_\_\_\_  
 Fax Machine \$ \_\_\_\_\_  
 Photocopy Machine \$ \_\_\_\_\_  
 Desk Calculators \$ \_\_\_\_\_  
 Furniture \$ \_\_\_\_\_  
 Filing Cabinets \$ \_\_\_\_\_  
 Other Equipment \$ \_\_\_\_\_

**BUSINESS USE OF HOME**

Area used for business \_\_\_\_\_  
 Total area of home \_\_\_\_\_  
 Home Mortgage Interest \$ \_\_\_\_\_  
 Real Estate Taxes \$ \_\_\_\_\_  
 Homeowner's Insurance \$ \_\_\_\_\_  
 House Repairs & Maintenance \$ \_\_\_\_\_  
 Gas & Utilities \$ \_\_\_\_\_  
 Rental Expenses \$ \_\_\_\_\_  
 House Fair Market Value \$ \_\_\_\_\_  
 Value of Land \$ \_\_\_\_\_  
 Date first used \_\_\_\_\_

**RENTAL PROPERTY EXPENSES**

Advertising \$ \_\_\_\_\_  
 Auto and Travel \$ \_\_\_\_\_  
 Cleaning & Maintenance \$ \_\_\_\_\_  
 Insurance / HOA \$ \_\_\_\_\_  
 Legal & Professional Fees \$ \_\_\_\_\_  
 Management Fees \$ \_\_\_\_\_  
 Mortgage Interest \$ \_\_\_\_\_  
 Repairs & Supplies \$ \_\_\_\_\_  
 Taxes \$ \_\_\_\_\_  
 Utilities \$ \_\_\_\_\_  
 Other Rental Expenses \$ \_\_\_\_\_

Prepared By \_\_\_\_\_ Date \_\_\_\_\_