

**SPECIALTY WORKSHEET FOR THE SELF- EMPLOYED**  
 In order to maximize your deductions, please complete this form.

CLIENT: \_\_\_\_\_

TAX YEAR: \_\_\_\_\_

Accounting Fees		Office Supplies	
Accounting Software		Office Supplies – Pens, Pencils, Etc.	
Advertising – Business Cards		Office Supplies- Water Delivery	
Advertising – Magazines		Outside Service	
Advertising – Other		Payroll Paid to Others (W-2)	
Advertising – Paper		Payroll Taxes	
Advertising – Radio and Television		Pest Control	
Advertising – Sign		Postage	
Alarm Service		Printing	
Association Dues		Professional Services	
Auto Equipment Holders		Publications – Trade Books	
Bad Debt		Publications – Trade Journals	
Bank Charges (Business Account)		Referral Fees	
Bookkeeping		Small Tools	
Briefcase		Software	
Business Travel – Luggage		Supplies	
Business Credit Card Annual Fees		Taxes	
Business Mileage		Telephone – Answering Service	
Carpet Cleaning		Telephone – Cellular Phone Charges	
Casual Labor		Telephone – Long Distance	
Clipboards		Telephone – Other	
Commissions		Telephone – Pay Phone Charges	
Cost of Goods Sold		Tools	
Credit Card Acceptance Service Fees		Transportation Expenses	
Delivery		Travel Away From Home Overnight	
Dues – Professional Societies		Travel – Other	
Education – Books		Travel - Mileage	
Education – Classes		Uniforms- Shirts, Shoes Repairs & Purchases	
Education – Continuing Education Courses		Uniform Laundry @ \$1 per load	
Education – Conventions		Union Dues	
Education – Mileage			
Education – Professional Development			
Education – Seminars			
Emblems for Uniforms		Equipment Purchased This Year	
Entertainment		Equipment Depreciation (From Prior Years)	
Equipment Repairs			
Equipment Rental			
Freight		<b>Cost of Good Sold Computation :</b>	
Gifts (\$25 max. per person)		Beginning Inventory	
Identification Case		Plus: Purchases	
Insurance		Less: Inventory Withdrawn For Personal Use	
Interest on Business Debt		Equals: Goods Available for Sale	
Interest on Business Mortgage		Less: Ending Inventory	
Legal Fees		Equals: Cost of Goods Sold	
License			
Maintenance and Maintenance Contracts			
Medical – Employee Related			
Medical – Owner Related			
Medical – Owner Related			
Notary Fees			
		<b>GROSS INCOME</b>	