



# SIMPLEX

FINANCIAL SOLUTIONS

## BUSINESS EXPENSES

### GENERAL EXPENSES

ALARM SERVICE \$.....  
 ATTORNEY FEES \$.....  
 BOOKKEEPING COSTS \$.....  
 BUSINESS CARDS \$.....  
 STORAGE FEES \$.....  
 CLEANING & JANITORIAL \$.....  
 COPYING & PRINTING \$.....  
 CREDIT BUREAU REPORTS \$.....  
 DELIVERY & SHIPPING \$.....  
 LEASEHOLD IMPROVEMENTS \$.....  
 LEGAL FEES \$.....  
 MANAGEMENT FEES \$.....  
 NOTARY FEES| \$.....  
 OFFICE SUPPLIES \$.....  
 POSTAGE \$.....  
 PRINTING \$.....  
 REPAIRS \$.....

### RENT

LEASE RENT \$.....  
 LICENSE HANGING FEES \$.....  
 P O BOX FEES \$.....  
 STORAGE FEES \$.....  
 EMPLOYEES \$.....  
 EMPLOYEE BENEFITS \$.....  
 EMPLOYEE PAYROLL (W2) \$.....  
 COMMISSIONS PAID \$.....  
 INDEPENDENT CONTRACTORS (1099) \$.....

### INSURANCE

HEALTH (SELF EMPLOYED) \$.....  
 LIABILITY INSURANCE \$.....  
 MALPRACTICE INSURANCE \$.....  
 ERRORS & OMISSIONS \$.....  
 THEFT, WATER & FIRE LOSS \$.....  
 UMBRELLA INSURANCE \$.....

### INETEREST

CREDIT CARD \$.....  
 EQUIPMENT \$.....  
 MORTGAGE \$.....  
 PERSONAL NOTE \$.....  
 VEHICLE \$.....

### TELEPHONE

CELL PHONE \$.....  
 CELL PHONE MONTHLY \$.....  
 CELL PHONE ACCESSORIES \$.....

### BANK CHARGES

CHECKS \$.....  
 CREDIT CARD DISCOUNT \$.....  
 MONTHLY SERVICE \$.....  
 OVERDRAFT FEES \$.....  
 RETURN CHECK FEES \$.....

### MARKETING

AD(s) \$.....  
 FLYERS \$.....  
 GREETING CARDS \$.....  
 POSTAGE \$.....  
 PRINTING \$.....  
 PROMOTIONAL ITEMS \$.....  
 REFERRAL FEES & GIFTS \$.....  
 SIGNS, BANNERS, & FLAGS \$.....  
 TRADESHOW EXPENSES \$.....  
 YELLOW PAGES \$.....  
 YELP \$.....  
 FACEBOOK \$.....

### BOOKS & EDUCATIONS

BOOKS & LIBRARY FEES \$.....  
 REFERENCE MATERIAL \$.....  
 CORRESPONDENCE CLASS \$.....  
 SEMINARS & WORKSHOPS \$.....  
 SUBSCRIPTIONS & PUBLICATIONS \$.....

### BUSINESS MEMBERSHIP

TOASTMASTERS \$.....  
 AIR TRAVEL CLUBS \$.....  
 NETWORKING GROUPS \$.....  
 CREDENTIAL RENEWAL \$.....  
 CHAMBER OF COMMERCE \$.....  
 OTHER: \$.....

### UTILITIES

GAS \$.....  
 POWER \$.....  
 SEWER \$.....  
 TRASH \$.....  
 WATER \$.....  
 OFFICE PHONE \$.....  
 INTERNET \$.....

I (WE) CERTIFY THAT ALL EXPENSES CLAIMED ABOVE ARE TRUE AND ACCURATE:

TAXPAYER:	SIGNATURE:	DATE
TAXPAYER:	SIGNATURE:	DATE: