

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 2021 _____

Expanded Home Office

Total Square Footage of Home _____

Total Square Footage of office used exclusively for this business _____

Dates used during 2021 _____

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 2021 = _____

+ Commuting miles driven in 2021 (if you have a fixed office location, not a home office) = _____

+ Personal miles driven in 2021 = _____

=Total miles driven on this vehicle in 2021 _____

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>