

**GENERAL DEDUCTIONS CHECKLIST (including DAYCARE, RE AGENT, HAIR STYLIST)**

ORDINARY EXPENSES		VEHICLE INFORMATION		
Advertising		Year/Make/Model of Vehicle		
Books & Magazines		Date Placed in Service		
Bank and Credit Card fees		Purchase Cost		
Business Cards		Owned/Financed or Leased		
Business Tax		Personal Property Taxes (Auto)		
Child Proofing Devices		Odometer reading Jan. 1		
Continuing Education		Odometer reading Dec. 31		
CPR Training		<b>MILEAGE LOG (business)</b>		
Entertainment		Date	Description (From/To/Purpose)	Miles
Equipment Repair				
Insurance: Bond				
Insurance: Business				
Insurance: Liability		<b>BUSINESS USE OF HOME</b>		
License & Permits		Total Square Feet of Home		
Office Supplies		Total Square Feet of Area used for business		
Payroll: Wages		Business Hours (Total for Year)		
Payroll: Taxes		Home Mortgage Interest		
Postage		Real Estate Taxes		
Professional fees		Insurance		
Professional Publications		Rent		
Repairs		1.		
Replacements		2.		
Supplies – Cleaning/Equipment		<b>ALLOCATED EXPENSES (Subject to Business Use Percentage)</b>		
Software (expensed)		Gardening Service		
Tax Preparation fees		Cleaning Service		
Telephone: House (2nd/Business Line)		Internet		
Telephone: Pager/Cellphone		Maintenance & Repairs		
Misc.		Pool Service & Supplies		
1.		Repairs		
2.		Utilities: Cable		
3.		Utilities: Gas & Electric		
<b>DAYCARE</b>		Misc.		
Tickets, Fees, etc. - Field Trips		1.		
Toys		2.		
Video Rentals		3.		
Food & Snacks		<b>MAJOR PURCHASES (depreciable)</b>		
Diapers		Computer		
Car seat		Dishwasher		
Crib		Dryer		
High Chair		Washer		
Blankets		Furniture		
Misc.		Software		
1.		Misc.		
2.		1.		
<b>HAIR STYLIST</b>		<b>REAL ESTATE AGENT</b>		
Booth Rental		Appraisal Fees		
Certifications and Courses		Camera		
Hair Dryers/Irons		Flags & Banners		
Nail Care/Polish		Keys/Lockboxes		
Misc.		Misc.		
1.		1.		
2.		2.		
3.		3.		

For an expense to be deductible, it must be considered "ordinary and necessary" for your business or profession. You may be able to deduct other expenses that are not listed above. For Audit purposes, please retain copies of the original receipts for all business expenses.