

BUSINESS INCOME/EXPENSE TRACKING**AMOUNT**

Income	_____	
Advertising	_____	
Bank Service Charges	_____	
Business Meals	_____	
Communications:	_____	
Cell Phone	_____	
Internet	_____	
Land Line	_____	* must be separate from the first line in your 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	_____	
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 2018 =	_____
+ Commuting miles driven in 2018 (if you have a fixed office location, not a home office) =	_____
+ Personal miles driven in 2018 =	_____
=Total miles driven on this vehicle in 2018	_____

Fixed Assets Purchased (i.e...computers, office furniture, software, etc...)

example Computer - 4/26/18	1,500.00
example Microsoft Office - 4/26/18	400.89

Simplified Home Office

Total Square Footage of Home	_____
Total Square Footage of office used exclusively for this business	_____
Dates used during 2018	_____

Expanded Home Office

Total Square Footage of Home	_____
Total Square Footage of office used exclusively for this business	_____
Dates used during 2018	_____
Please provide a copy of the Settlement Statement if this is your first year 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	_____