

SELF-EMPLOYED INDIVIDUAL DEDUCTIONS

Client: _____

Tax Year _____

Operating Expenses	
Advertising	
Bank Charges	
Business Cards	
Catalogues	
Cleaning & Maintenance	
Commissions	
Demos	
Employee Benefits	
Equipment	
Gifts	
Interest	
Internet	
Office Expense	
Pension/Profit Sharing	
Postage/Delivery/Freight	
Printing	
Refunds	
Rent (Machinery/Equip)	
Rent (Other)	
Repairs	
Sales	
Samples & Promotional	
Seminars & Trade Shows	
Service Charges	
Software	
Storage Fees	
Supplies	
Taxes/Payroll Taxes	
Tools	
Utilities	
Wages	
Other _____	
Other _____	
Other _____	
Other _____	
Total	

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Cost Of Goods	
Cost of Items for Personal Use	
Cost of Labor	
Inventory at Beginning of Year	
Inventory at End of Year	
Materials and Supplies	
Outside Service	
Purchases	
Other _____	
Other _____	
Total	

Equipment	
Equipment	
Furniture	
Other _____	
Total	

Professional	
Dues	
Insurance	
Legal & Professional	
License	
Publications	
Other _____	
Other _____	
Total	

Telephone	
Cellular Phone	
Long Distance	
Other _____	
Total	

Other Information	

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VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

Client: _____

Tax Year: _____

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Vehicle Expense	
Description of vehicle	
Date placed in service	
Odometer reading beginning of year	
Odometer reading end of year	
Total miles	
Business miles	
Commute miles	
Daily average round-trip commute	
Personal miles	
Is car leased?	
Is car owned (or financed)	
Was this vehicle depreciated in a prior year?	
Gas, lube, oil	
Repairs & Maintenance	
Tires	
Towing	

Vehicle Expense	
Insurance	
Auto license/reg	
Washes and Detailing	
Lease payments	
Interest	
Auto club	
Warranty	
Smog Certificate	
Other _____	
Other _____	
Total	

Travel & Entertainment Expense	
Airfare, train	
Car rental & gas	
Parking, tolls	
Taxi, bus, shuttles	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
Number of days out of town	
Other _____	
Other _____	
Total	

Other Information

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