

# BUSINESS EXPENSES TAX YEAR:

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.

## INFORMATION

FIRST NAME	MI	LAST NAME
NAME OF BUSINESS		TAX I.D.
TYPE OF BUSINESS ____ DBA ____ LLC ____ PARTNERSHIP ____ S-CORP* ____ C-CORP*		
GROSS RECEIPTS OR SALES \$		COST OF GOODS SOLD \$

## DEDUCTIONS - \*A P & L IS NECESSARY TO PROPERLY COMPLETE A CORPORATION BUSINESS TAX RETURN

EMPLOYEE SALARIES & WAGES	\$	DELIVERY	\$
REPAIRS & MAINTENANCE (NOT TO VEHICLES)	\$	UNIFORMS	\$
BAD DEBIT	\$	LEGAL & PROFESSIONAL FEES	\$
RENTS (FOR BUSINESS USEAGE)	\$	OFFICE EQUIPMENT & SOFTWARE	\$
TAXES & LICENSES	\$	PARING FEES & TOLLS	\$
INTEREST (BUSINESS DEBIT)	\$	POSTAGE/SHIPPING	\$
CHARITABLE CONTRIBUTIONS	\$	PRINTING	\$
ADVERTISING	\$	SALES & PROMOTION EXPENSES	\$
AUTOMIBILES & TRUCK EXPENSES	\$	SECURITY	\$
(ONLY IF DEPRECIATING)	\$	SMALL TOOLS & EQUIPMENT	\$
BANK CHARGES (FOR BUSINESS ACCOUNT)	\$	SUPPLIES (DISPOSABLES)	\$
BUSINESS START-UP EXPENDITURES	\$	PHONE/INTERNET/CELL/PHONE SERVICE	\$
DUES & SUBSCRIPTIONS	\$	UTILITIES	\$
EQUIPMENT RENT	\$	CONTRACT LABOR	\$
INSURANCE (FOR BUSINESS)	\$	SEMINARS/CONTINUING EDUCATION	\$

### MILEAGE

VEHICLE 1 (YEAR MAKE MODEL)
TOTAL MILES DRIVEN FOR BUSINESS
VEHICLE 2 (YEAR MAKE MODEL)
TOTAL MILES DRIVEN FOR BUSINESS

### VEHICLE EXPENSE

INSURANCE	\$
AUTO LICENSE/REG	\$
LEASE PAYMENTS	\$
GAS/LUBE/OIL	\$

### TRAVEL/CLIENT RELATIONS

AIRFARE/TRAIN	\$
CAR RENTAL/GAS	\$
PARKING/TOLLS	\$
TAXI/BUS/SHUTTLE	\$
LODGING/TIPS	\$
MEALS/TIPS	\$
ENTERTAINMENT	\$
DRY CLEANING	\$

### OTHER

	\$
	\$
	\$
	\$
	\$

## SELF-EMPLOYED BUSINESS EXPENSES

TAX YEAR: \_\_\_\_\_

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## DEDUCTIONS

EMPLOYEES/WAGES	\$
CONTRACT LABOR	\$
MORTGAGE/RENT/LEASE PAYMENTS	\$
MORTGAGE INTEREST	\$
INSURANCE	\$
PROPERTY TAX	\$
EMPLOYEE TAX	\$
SALES TAX	\$
BANK/LEGAL/PROFESSIONAL FEES	\$
LICENSES/PERMITS	\$
UTILITIES	\$
TELEPHONE/INTERNET	\$

ADVERTISING	\$
SALES & PROMOTION EXPENSES	\$
PRINTING	\$
POSTAGE	\$
OFFICE EXPENSES/SUPPLIES	\$
CUSTOMER GIFTS (\$25 MAX PER PERSON)	\$
SUPPLIES (DISPOSABLES, OTHER THAN OFFICE)	\$
UNIFORMS/CLEANING/SAFETY SHOES	\$
SMALL TOOLS & EQUIPMENT	\$

MILEAGE

VEHICLE 1 (YEAR MAKE MODEL)

TOTAL MILES DRIVEN FOR BUSINESS

### VEHICLE EXPENSE

INSURANCE	\$
AUTO LICENSE/REG	\$
LEASE PAYMENTS	\$
GAS/LUBE/OIL	\$

## TRAVEL/CLIENT RELATIONS

(INCLUDE OUT OF TOWN ON TEMP JOB)

AIRFARE/TRAIN	\$
CAR RENTAL/GAS	\$
PARKING/TOLLS	\$
TAXI/BUS/SHUTTLE	\$
LODGING/TIPS	\$
MEALS/TIPS	\$
ENTERTAINMENT	\$
DRY CLEANING	\$
TOLLS	\$

## OTHER

[illegible]