

Hairstylist/Manicurist

Client's Name: _____

Tax Year: 20_____

The purpose of this worksheet is to help you organize your tax deductible business expense. In order 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.

Income	
Cash/Check/Money Order Received	
Credit Card Payments Received	
Total Income	

Professional	
Dues & Professional Fees	
Liability Insurance	
Legal & Professional	
Licenses & Permits	
Business Tax	
Memberships	
Publications	
Hair Shows	
Seminars	
Other: _____	
Other: _____	

Equipment & Supplies	
Hair Dryers, Drills, Etc.	
Hair Products	
Nail Products	
Misc. Supplies	
Telephone	
Cellular Phone Purchase	
Equipment Repairs	
Equipment Rental	
Other: _____	
Other: _____	

Miscellaneous	
Business Cards	
Public Relations/Photos	
Refreshments for Customers	
Client Gifts	
Office Supplies	
Postage	
Rent/Booth Rental	
Assistant Fees	
Shampoo Person Expenses	
Laundry	
Cleaning Expenses	
Other: _____	
Other: _____	

Telephone	
Telephone	
Answering Service	
Pager/Voicemail	
Cellular Phone	
Long Distance	
Other: _____	
Other: _____	

Travel Expenses	
Air Fare	
Local Transportation (Bus, Cab, Etc.)	
Lodging (Away from Home Overnight)	
Meals (Away from Home Overnight)	

The IRS/FTB requires that the taxpayer(s) be advised that it is their individual responsibility to keep or maintain actual receipts and completed personal checks used for the acquisition of any item or services expensed on their individual income tax return. While Lopez & Associates Income Tax Services does not require to view these receipts/invoices/checks, it will be necessary to produce these receipts if audited or questioned by the IRS/FTB to prove the expenses.

Signature: _____

Date: _____