

BUSINESS EXPENSE SCHEDULE



Business Name _____

Social Security Number/EIN _____

Tax Year _____

Income _____

Expenses:

Travel Meals _____

Lodging _____

Laundry _____

Local Trans. _____

Rental Car _____

Auto Mileage _____

Tolls & Parking _____

Education _____

Dues _____

Publications _____

Meals _____

Entertainment _____

Insurance _____

Supplies _____

Internet _____

Phone/Cellular _____

Equipment _____

Office Exp. _____

Miscellaneous _____

Total Expenses _____

Net Income _____

Note - Be sure to double check the mathematical calculations on this sheet to insure accuracy.

Year Totals

BUSINESS EXPENSE SCHEDULE



BUSINESS PROFESSIONALS DEDUCTIONS

Client: _____ ID# _____ 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.

Miscellaneous	
Business Cards	
Clerical	
Computer Supplies	
Customer Lists	
Gifts	
Office Supplies	
Postage	
Photocopying	
Printing	
Repairs	
Shipping	
Stationery	
Other _____	
Other _____	
Total	

Professional	
Dues	
E & O Insurance	
Legal & Professional	
Licenses	
Memberships	
Publications	
Seminars	
Continuing Ed	
Resumes	
Other _____	
Other _____	
Total	

Telephone	
Long Distance	
Faxes	
Pay phone	
Cellular	
2nd Line	
Beeper/Pager	
Answering Service	
Other _____	
Other _____	
Total	

Equipment	
Attache Case	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell Phone	
Software	
Tape Recorder	
Telephone	
Other _____	
Other _____	
Total	

Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet

Other Information	

BUSINESS EXPENSE SCHEDULE

Name: _____

Tax Year: _____

Self-Employed Business Use of Home Expenses		
	Amount	Remarks
Used Exclusively for business? *	Yes _____ No _____	
Total living area in home (square feet)		
Area used for business (square feet)		
1st mortgage interest		
2nd mortgage interest		
Equity line interest		
Other home interest		
Real estate taxes		
Home owner's or renter's insurance		
General repairs (plumber, electrician, etc)		
Repairs to office area		
Cleaning/Maintenance		
Condo fees		
Rent paid (if renting)		
Home owners association dues		
Utilities (gas, oil, electric, water)		
Trash collection fees		
Other expenses		
Purchase price of home **		
Date of Purchase		
Date placed in service for business use		
Value of land at time of purchase		
Improvements (PROVIDE DETAIL OF WORK)***		
Date placed in service for business use		

* If not used exclusively for business, you can not claim this deduction

** Please provide copy of settlement sheets for purchase and any refinancing

*** If you made improvements you your home please provide this office with a detailed list of exactly what was done and how the costs for the improvements broke down into materials, supplies, labor, permits, etc...