



CLIENT		TOTALS	TAX YEAR		TOTALS
Accounting Fees (for tax prep, financial planner, etc)			Office Supplies (equipment, computers, copier, fax, replacement cell)		
Accounting Software (quickbooks or similar)			Office Supplies - Pens, Pencils, etc.		
Advertising - Magazines			Office Supplies - Water Delivery		
Advertising - Other (website hosting, google ads, etc)			Outside Service (snow removal, handyman, lawn/tree service)		
Advertising - Paper			Payroll Paid to Others (W2s) (employee wages)		
Advertising - Radio and Television			Payroll Taxes		
Advertising - Signs (flyers, magnetic car signs, etc)			Pest Control		
Advertising - Business Cards			Subscriptions (Dropbox, Cloud storage, streaming services)		
Alarm Service (ADT, security cameras, watchdog etc)			Printing		
Association Dues			Professional Services		
Bad Debts (Uncollectables, unsettled invoices)			Publications - Trade Books		
Bank Charges (Business Account) (NSF Fees)			Publications - Trade Journals		
Bookkeeping (fees paid to professionals)			Referral Fees		
Business Credit Card Annual Fee (interest)			Small Tools		
Business Mileage Total miles put on the vehicle ==>			Software (apps used for business - mileage & expense tracking, etc)		
Business Travel - Luggage (fees, bag checks, valet)			Supplies Include small equipment (under \$500)		
Did you issue any 1099MISC forms to any hired workers? YES <input type="checkbox"/> NO <input type="checkbox"/> Total paid to workers (over \$500) \$ <input type="text"/> Total paid to workers (under \$500) \$ <input type="text"/>			Taxes (state sales tax collected from customers for services or items sold)		
Commissions			Telephone - Answering Service		
Value of items/toys bought for children in exchange for helping			Telephone - Cellular Phone Charges		
Credit Card Acceptance Service Fees			Telephone - Long Distance		
Delivery (shipping costs to/from you, postage, stamps)			Telephone - (equipment: chargers, hands-free, stylus, cases)		
Dues - Professional Societies			Telephone - Pay Phone Charges		
Education - Books			Tools		
Education - Classes & Seminars			Transportation Expenses		
Education - Continuing Education Courses			Travel away from home overnight (per diem allowances)		
Education - Conventions			Travel - Other (Flights, Taxi, Ubers, AirBnb, Hotels)		
Education - Mileage			Memberships (Costco/Sam's Club, etc.)		
Education - Professional Development			Uniforms - Shirts, Shoes, Repairs and Purchases		
Emblems for Uniforms			Uniform Laundry @ \$1 per load include drycleaning here		
Entertainment (taking clients out to events, team building)			Union Dues		
Equipment Rental			Internet Fees (separate from cell data plans - comcast, etc.)		
Equipment Repairs					
Freight			Equipment Purchased This year (Items over \$500)		SEE BELOW
Gifts (\$25 Maximum Per Person)					
Insurance (liability, umbrella policy, malpractice, wks comp)			USE IF YOUR BUSINESS MAKES PRODUCTS FROM SCRATCH		
Interest on Business Debt			Cost of Goods Sold Computation		
Interest on Business Mortgage			Beginning Inventory (Starting value amount)		
Legal Fees (for protecting income, business lawsuits, legal advice)			Plus: Purchases (Raw Materials or ingredients)		
License (Prof. Licenses, contractor, real estate, etc)			Less: Withdrawn for Personal Use or Spoilage		
Maintenance and Maintenance Contracts			Equals: Goods Available for Sale		
Medical - Employee Related			Less: Ending Inventory (Ending value amount)		
Medical - Owner Related			Equals: Cost of Goods Sold ----->>		
Notary Fees					
			Contributions to a SEP Plan (Self Employed Pension Plan)		
			Private Health Insurance Premiums paid by this business		

[illegible]

Self-Employed office in the home expenses

Please provide: Total home square footage _____, sqft area used for business only _____

Total heating costs	<input type="text"/>
Total electricity costs	<input type="text"/>
Home owner's/renter's insurance paid	<input type="text"/>
Cable TV	<input type="text"/>
Repairs/upgrades to home	<input type="text"/>
Lawn care supplies/service	<input type="text"/>
Snow removal	<input type="text"/>
Security system and service	<input type="text"/>
HOA fees (association fees)	<input type="text"/>
Trash Removal	<input type="text"/>
Water	<input type="text"/>