

# HAIRSTYLIST/MANICURIST

Client: \_\_\_\_\_ 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.

<b>MISCELLANEOUS</b>	
Business Cards	
Advertising	
Refreshments for Customers	
Client Gifts (limit \$25.00 per person)	
Office Supplies	
Postage	
Rent (if you use your home list expenses below)	
Assistant Fees	
Laundry Supplies	
Cleaning Supplies	
Printing Expenses	
Product Supplies	
Business Supplies	
Phone Service	
Credit Card Service	
Bank Fees	
Charitable Donations	
Health Insurance	
Phone Charges:	
<b>VEHICLE</b>	
Mileage *	
Tolls	
Parking	
Other:	

<b>PROFESSIONAL</b>	
Dues & Professional Fees	
Liability Insurance	
Legal & Professional	
Licenses	
Business Tax	
Memberships	
Publications/ Subscriptions	
Shows	
Seminars	
Education/Training Expenses	
Meals/Entertainment	
Other:	
Other:	
Other:	
<b>EQUIPMENT/SUPPLIES</b>	
Equipment (need date purchased) *	
Misc. Supplies	
Chairs	
Filing Cabinet	
Equipment Rentals	
Computer and Hardware	
Equipment Repairs	
Other:	
Other:	

<b>INCOME</b>	

\* Please list further information on the back. For mileage, list year and make of vehicle, when purchases, current FMV and total mileage driven for the year.

Home expenses: Total square feet of home \_\_\_\_\_ Square feet used for business \_\_\_\_\_  
Utility Expenses: \_\_\_\_\_

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