

Description	✓	Amount paid	Estimated miles used per month	Do you have any receipts for this item?
Cost of Material				
Supplies and incidental materials				
Tools (list)				
Tool bags/tool boxes				
Clothings/Shoes for business				
Subscriptions to trade journals				
Equipment Rentals				
Repairs (tools, etc.)				
Cleaning Supplies				
Advertising				
First Aid Supplies				
Safety Equipment				
Fees for licensing				
Advertising				
Bank Fees				
Tolls/Parking Fees				
Bad Business Debts				
Telephone/Cellphone monthly				
Cellphone cost				
Electric (yearly)				
Water (yearly)				
Gas (yearly)				
Trash (yearly)				
Rent/Mortgage (yearly)				
Depreciation Items (items over \$100.00)				
Business Mileage				
Jobs				
Pick up Supplies				
Bank for business				
Quotes				
Training/Education				
Personal Mileage				

Vehicles Repairs (list)				
Car Insurance (yearly) business vehicle				
Home Insurance (yearly)				
Car Washes				
Office Supplies				

Total Square footage of house		
Square footage used for Business		
Year, Make & Model of Vehicles		
When was vehicle placed into service		
When did you begin your business		

Income from Business		
Any loans taken out for business		