



Self Employed Worksheet

Name:	Tax Year:
Name of Company:	EIN#:
Date Business Started:	How do you track expenses?
Do you have a separate checking account for this business? ___Yes ___No	If Yes, Bank Name and last 4 of account number:

Below are some example "ordinary and necessary" expenses you can deduct. These deductions can be taken if you are self-employed or receive a Form 1099 listing your earnings, even if you do not itemize deductions.

Gross Receipts / Sales			
Cost of Goods Sold			
Purchases:		Beginning Inventory:	
Materials:		Ending Inventory:	
Other:			
Other:			
Expenses			
Advertising		Rental / Lease of Office Space	
Accounting / Tax Preparation Fee		Rental of tools or equipment	
Bank Fees		Repairs and Maintenance to Business Equipment, Property	
Contract Labor		Supplies	
Meals & Entertainment (for Clients)		Shipping, Postage etc.	
Health Insurance		Taxes & Licenses	
Insurance: Other		Toll road fees, Parking fees	
Interest Expense		Travel: Air Fare, Lodging, Other	
Internet / DSL		Business Meals	
Legal Fees		Uniforms: Purchase & Cleaning	
Licenses & Permits		Utilities	
Office Supplies		Equipment / Tools	
Phone: Landline (Business Use)		Other:	
Phone: Cell (Business Use)		Other:	
Business Mileage (choose only one method)			
Miles for standard mileage rate		OR	Total Vehicle Expenses
<i>Attach Mileage Log</i>			% of Business Use

If you have any questions, contact Casey Duren

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