

Expense checklist for Self Employed

Before starting taxes, review this list of deductible expenses. Highlight those you had and then begin gathering any receipts or statements that show how much you spent on each category. You can also attach this list to your tax-prep folder and check off items as you add documents.



Common expenses

- ☐ **Vehicle and mileage**
Expenses for vehicles that you owned and used for work.
- ☐ **Home office**
Expenses for the area of your home you use exclusively for work.
- ☐ **Communications**
Includes internet, phone bills, and other tech services.
- ☐ **Assets**
Larger purchases, usually over \$200, that you'll use for more than a year.
- ☐ **Supplies**
Includes everyday work supplies that you purchase often.
- ☐ **Advertising**
Money you spent promoting your business.
- ☐ **Meals (50% limit)**
Includes meals for individual business travel or networking events.
- ☐ **Legal and professional fees**
Includes legal or professional fees, bills, or business licenses.
- ☐ **Business travel**
Includes airfare, hotels, and other business travel expenses.
- ☐ **Office expenses**
Includes furniture, cleaning, shipping costs, and more.
- ☐ **Meals (100% limit)**
Includes meals for employees, the public, or meals that are part of a service (like daycare).

Less common

- ☐ **Credit card, loan, and other interest**
Interest paid on work credit cards and other lines of credit.
- ☐ **Taxes and licenses**
Includes sales or business tax, and industry licenses.
- ☐ **Business insurance**
Includes business, retail, and liability coverage.
- ☐ **Repairs and maintenance**
Expenses that keep your property and equipment in good condition.
- ☐ **Utilities**
Includes utility services for your separate office space.
- ☐ **Commissions**
Commissions you paid others who are not employees.
- ☐ **Car and equipment rental**
Includes rentals from services like HyreCar, Lyft Express Drive and Uberxchange.
- ☐ **Building or land rental**
Includes building, land, or space rental for your business. This is rent paid for property used for work only, not for an office in your home.
- ☐ **Health insurance premiums**
Can include premiums for you, your spouse, and dependents.
- ☐ **Long-term care insurance**
Can include premiums for you, your spouse, and dependents.
- ☐ **Mortgage interest**
Interest paid for property used for work only, not for an office in your home.
- ☐ **Inventory**
Includes merchandise, raw materials, and finished or unfinished products not yet sold.
- ☐ **Contract labor**
Includes subcontractor payments and other contract-labor expenses.
- ☐ **Other miscellaneous expenses**
Expenses that may be hard to categorize.