

WHAT EXPENSES TO TRACK ALL YEAR LONG (IF YOU ARE A BUSINESS OWNER)

Business gifts & promotions

Membership Fees

Insurance Expenses

Office supply expenses

Transportation Expenses

Software Programs

Bank Service Charges

Internet Costs

Postage & Mailing Costs

Telephone Charges

Business Meals & Entertainment

Some or All Utility Bills

Donations

Continuing Education Costs

Advertising Costs

Business Travel Expenses

Portion of alarm system fees if home business

Travel costs only related to business