

## HAIRSTYLIST/MANICURIST DEDUCTIONS

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

Tax Year \_\_\_\_\_

The purpose of this worksheet is to help you organize your tax deductible hairstylist/manicurist 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.

Miscellaneous	
Business Cards	
Public Relations/Photos	
Refreshments for Customers	
Client Gifts	
Office Supplies	
Postage	
Station Rent	
Assistant Fees	
Shampoo Person Expenses	
Service Fees - PayPal, CC	
Cleaning Expense	
Other _____	
Other _____	
Total	

Professional	
Dues & Professional Fees	
Liability Insurance	
Legal & Professional	
Licenses	
Business Tax	
Memberships	
Publications	
Hair Shows	
Seminars	
Other _____	
Other _____	
Total	

Telephone	
Telephone	
Answering Service	
Pager/Voice mail	
Cellular Phone	
Internet	
Long Distance	
Other _____	
Other _____	
Total	

Equipment & Supplies	
Hairdryers, Drills, etc.	
Hair Products	
Nail Products	
Misc. Supplies	
Telephone	
Cell Phone	
Pager	
Equipment Repairs	
Equipment Rental	
Other _____	
Other _____	
Total	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Other Information	
Ending Inventory of Products for Sale or Use for Client -	
Revenue:	Credit Cards - \$ _____
	Checks - \$ _____
	Zelle, Venmo, PayPal - \$ _____
	Cash - \$ _____

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## VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

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.

Vehicle Expense	
Description of vehicle	
Date placed in service	
Odometer reading beginning of year	
Odometer reading end of year	
Total miles	
Business miles	
Commute miles	
Daily average round-trip commute	
Personal miles	
Gas, lube, oil	
Repairs & Maintenance	
Tires	
Towing	

Vehicle Expense	
Insurance	
Auto license/reg	
Washes and Detailing	
Lease payments	
Interest	
Auto club	
Warranty	
Smog Certificate	
Other _____	
Other _____	
Total	

Travel & Entertainment Expense	
Airfare, train	
Car rental & gas	
Parking, tolls	
Taxi, bus, shuttles	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
Number of days out of town	
Other _____	
Other _____	
Total	

Other Information

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