

<b>Business Expense Worksheet</b>	
Business Name:	Tax Year:
Principal Business/Product Sold:	

<b>INCOME (attach any forms 1099-M)</b>	
Sales	\$
Services Rendered	\$
Other Income: (please list)	
Total Income	\$

<b>EXPENSES</b>	
Advertising (Facebook, Yelp, etc.)	\$
Bank Fees	\$
Commissions and Fees	\$
Contract Labor	\$
Dues & Subscriptions	\$
Education & Training	\$
Gifts (\$25 max per client)	\$
Insurance	\$
General Liability	\$
Workers Comp	\$
Interest Paid	\$
Legal and Professional Fees	\$
Licenses and Permits	\$
Maintenance Fees	\$
Meals	\$
Office Supplies	\$
Merchant Service Fees	\$
Postage & Shipping	\$
Rent	\$
Repairs	\$
Supplies	\$
Taxes	\$
Sales Tax Paid	\$
Local Taxes	\$
Telephone	
Cellular Service (business % _____)	\$
Transportation	\$
Travel	\$
Uniforms	\$
Utilities	\$
Other Expenses	

<b>BUSINESS VEHICLE</b>	
Description of Vehicle:	
Date Placed in Service	
Odometer:	
Beginning of Year	
End of Year	
Total Miles	
Business	
Commute	
Personal	
Vehicle: Lease / Purchase	
Actual Auto Exepnses:	
Fuel (gas)	\$
Maintenance	\$
Repairs / Parts	\$
Insurance	\$
Other Expenses	

<b>Home Office Expenses (if applicable)</b>	
Total Home SQ FT	
<b>Office</b> Use SQ FT	
Mortgage Interest	\$
Rent	\$
Property Taxes	\$
Utilities	\$
Repairs and Maint.	\$
Homeowners Ins.	
Other Expenses:	

<b>ADDITIONAL NOTES OR INFORMATION</b>	

