

# Business Expenses Worksheet



## Depreciation

Business Name:						
Asset	Date Purchased	Cost	Date Placed in Service	Date Sold or Taken Out of Service	Selling Price	Trade-In Allowance

If this is your first year with our firm, please provide a depreciation schedule for all property placed in service in prior years.

Please pass this along to anyone interested.  
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### Inventory

Inventory at the beginning of the year	
Purchases	
Cost of labor	
Materials and supplies	
Other costs	
Minus: Inventory at the end of the year	
<b>Total</b>	

### Car Expenses

Mileage	Actual Expenses
Beginning of year odometer	Gas/oil
End of year odometer	Insurance
Business mileage	Parking fees/tolls
Commuting mileage	Registration/fees
Other mileage	Repairs

### Contact Us

There are many events that occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the prior year. In most situations, treatment is firmly established at the time the transaction occurs. However, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- Pension or IRA distributions.
- Retirement.
- Significant change in income or deductions.
- Notice from IRS or other revenue department.
- Job change.
- Divorce or separation.
- Marriage.
- Self-employment.
- Attainment of age 59½ or 73.
- Charitable contributions of property in excess of \$5,000.
- Sale or purchase of a business.
- Sale or purchase of a residence or other real estate.

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Business Name:

Date	Advertising	Commissions and Fees	Contract Labor	Employee Benefit Programs	Insurance (other than health)	Interest	Legal and Professional Fees	Office Expense	Pension and Profit-Sharing Plans	Rent or Lease	Repairs and Maintenance	Supplies	Taxes and Licenses	Utilities	Wages	Other
<b>Totals</b>																

Business Use of Home					
All Taxpayers			For Daycare Only		
Business use are (square footage)			Hours used for daycare		
Total area of home (square footage)			Total hours in year		8,760 hrs
	<i>Direct</i>	<i>Indirect</i>		<i>Direct</i>	<i>Indirect</i>
Mortgage interest			Repairs & Maintenance		
Property taxes			Utilities		
Insurance			Other:		
Rent			Other:		
Depreciation of the Home					
Lower of cost or FMV			Improvements		
Value of land			Casualty loss		

Travel Expenses		
City Visited (for per diem)	# of days	Travel Expenses
		Airfare
		Bus, train, taxi
		Lodging
		Parking & tolls
		Meals (actual receipts)
		Other: