

Type of Business Activity:

Tax Year:

Business tax ID (FEIN)

Check if business' address is different from yours

Business State ID

INCOME (Total Gross Revenue)

Most Common Deductible Business Expenses

Advertisement	Office furniture
Bank charges	Office supplies
Books, magazines	Outside services, commission paid
Business license fees & Taxes	Penalties, fines
Casualty losses	Phone, DSL/Cable
Computer, Printer	Postage and shipping
Conference fees	Professional Certification fee
Consultation fees	Professional Organization dues
Copying	Professional Education
Equipment	Protective clothing, uniform
Gifts to costumers	Real estate tax (business property)
Health insurance premium	Rent – building
Insurance (Business) premium	Rent – equipment
Interest paid (bus. loan/credit card)	Repairs and maintenance
Laundry	Storage fee
Legal expenses	Tools over \$400
Mail box fee	Tools under \$400
Materials and supplies	Travel for business
Meals and Entertainment	Utilities
Mortgage interest (bus. property)	Wages, paid labor

VEHICLE EXPENSES (for Actual Expense Method)	ASSETS & INVENTORY (if applies)
Model & Year of vehicle	Total value of assets:
Date first used for business	Value of buildings separately
Total miles driven in tax year	Value of land separately
Miles driven for business	
Gasoline expenses for the year	Inventory at beginning of year
Parking & Tolls paid in tax year	Purchases during the year
Car insurance paid for year	Inventory written off (if any)
Repair and maintenance	Inventory at the end of year