

Business Expenses

- Is this business owned by the Taxpayer or the Spouse or BOTH?
 - Taxpayer
 - Spouse
 - Both

- What is the form of organization of this business?
 - Sole Proprietorship or DBA
 - LLC

- Name and tax ID# of your business
 - Name _____
 - ID# _____

- Total income for the year from this business only. Include all cash, checks, cc and other payments. DO NOT include sales tax collected.

- Total cost of goods sold (including the cost of all materials) to customers _____

- Advertising expenses _____

- Liability Insurance expense _____

- Total Insurance expense for HEALTH INSURANCE paid for all employees _____

- Total Health insurance paid for the business owner and family _____

- Interest paid on business loans and credit cards dedicated for business use _____

- Legal and Professional fees paid _____

- Business Licenses and Permits _____

- Legal and Professional fees paid _____

- OFFICE expense _____

- Payroll for all employees paid by W-2. Please upload all forms W-2 and W-3 for the employees you paid.
 - W-2
 - W-3

- Please provide your year end payroll reports or make sure that I have access to your online account with your payroll provider.
- RENT paid for office space or storage unit. Be sure to collect Form W-9 from the landlord and either prepare the 1099s to send the landlord or get the information to me so that I can get that done. (there is an additional fee for this service)

Rent _____
 W-9
 1099s

- RENT paid for tools or equipment _____
- Repairs and Maintenance expenses for building, equipment or property _____
- Supplies expenses for miscellaneous supplies needed for your work _____
- SUBCONTRACT LABOR PAID TO NON-EMPLOYEES. Be sure to collect Form W-9 from the subcontractor and either prepare the 1099s to send the subcontractor or get the information to me so that I can get that done. (there is an additional fee for this service)

Rent _____
 W-9
 1099s

- Travel out of town expenses including airfare, train, hotel, cab fare, ride share fees, and meals purchased while traveling out of town. _____
- MEAL expenses for BUSINESS meals with a client, customer, vendor or for a specific business purpose. _____
- Bank fees paid on your business bank accounts. _____
- Books and research materials purchased for your work. _____
- Cell phone service for business use. Include the BUSINESS portion of a personal or family plan or give me the business percentage. Do not include personal use cell service.
- Business portion _____ Percentage _____
- Credit card merchant fees paid to the company that allows you to accept credit cards from your clients or customers. _____
- Computer Software or computer subscriptions for business use. _____

- Dues and membership fees for business. Do not include the cost of country clubs, fraternal organizations, homeowners associations, recreational clubs or political organizations.
- Dues and Membership _____
- Education and training expenses for yourself or your employees. Do not include the cost of college courses leading to a degree. _____
- Gift expenses for clients, customers or vendors. The maximum allowed is \$25 per gift per year. _____
- Internet fees for business. Include only the business portion of a home plan or the percentage of business use. Include the entire cost of internet access at a commercial location. _____
- Postage expenses including shipping out costs and PO Box cost. _____
- Promotional items purchase for clients, customers, employees or vendors. _____
- Small tools expense _____
- Subscription expense _____
- Business taxes - Including property tax, MIL tax. Do not include sales tax paid. _____
- Telephone expense for landline phones. Do not include the first dial tone in a residential property. _____
- Uniforms, safety gear and laundry service expense. _____
- Utilities expense - not for a home office but a separate building that you own or rent. _____
- Do you have other business expenses to deduct that are not named in the list above?
 - No
 - Yes

If checked yes,
 Explain. _____

