## **Business Expenses**

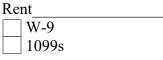
- Is this business owned by the Taxpayer or the Spouse or BOTH?
  - Taxpayer Spouse Both
- What is the form of organization of this business?
  - Sole Proprietorship or DBA

LLC

- Name and tax ID# of your business
  - o 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.



- 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 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)

Kent	
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	charles

If checked yes, Explain.\_\_\_\_\_