



## Expense Sheet *for* Small Business Owners

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### General Information:

Name of the Business: \_\_\_\_\_

Business Classification: Sole Proprietor\_\_ Limited Liability Corporation\_\_ C-Corp\_\_ S-Corp\_\_

Accounting Method: Cash\_\_ Accrual\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

EIN: \_\_\_\_\_ or SSN: \_\_\_\_\_

How many employees do you have? \_\_\_\_\_

How many contractor have you hired? \_\_\_\_\_

Cost of Goods Sold: *(Disregard if you do not sell goods)*

Beginning Inventory for the Year: \_\_\_\_\_

Ending Inventory for the Year: \_\_\_\_\_

Cost of Goods Purchased or Manufactured: \_\_\_\_\_

Mark Up %: \_\_\_\_\_

Note:

If you produced real or tangible personal property or acquired property for resale, certain expenses attributable to the property generally must be included in inventory costs or capitalized. In addition to direct costs, producers of inventory property generally must also include part of certain indirect costs in their inventory.

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### Business Expenses:

Advertising:

Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

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Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Business Miles Driven in the Year: \_\_\_\_\_ X .54 per mile = \_\_\_\_\_

Commissions & Fees:

Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

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Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Contract Labor:

Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

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Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Depreciable Items: (Computer, Desk, Car, Machinery, Printer, Furniture)

Type: \_\_\_\_\_ Cost \_\_\_\_\_ Date Purchased \_\_\_\_\_

Type: \_\_\_\_\_ Cost \_\_\_\_\_ Date Purchased \_\_\_\_\_

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Type: \_\_\_\_\_ Cost \_\_\_\_\_ Date Purchased \_\_\_\_\_

Type: \_\_\_\_\_ Cost \_\_\_\_\_ Date Purchased \_\_\_\_\_

Insurance:

Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Legal & Professional Services: (Attorney Fees, Tax & Accounting Fees)

Type: \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Type: \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Type: \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Type: \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Rentals: (ex. Trailer, Storage, Car, Machinery.)

Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

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Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

Travel: (Hotel Overnight stays for Business)

Location: \_\_\_\_\_ Cost\$ \_\_\_\_\_

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Location: \_\_\_\_\_ Cost\$ \_\_\_\_\_

Location: \_\_\_\_\_ Cost\$ \_\_\_\_\_

Location: \_\_\_\_\_ Cost\$ \_\_\_\_\_

Supplies: (ex. Cleaning Products, Cleaning Supplies, Toiletries)

Type: \_\_\_\_\_ Cost \$ \_\_\_\_\_ Quantity \_\_\_\_\_ Total \$ \_\_\_\_\_

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Office Expenses: (ex. Pens, Paper, Ink, Planner, Paper Clips.)

Type: \_\_\_\_\_ Cost \$ \_\_\_\_\_ Quantity \_\_\_\_\_ Total \$ \_\_\_\_\_

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Type: \_\_\_\_\_ Cost \$ \_\_\_\_\_ Quantity \_\_\_\_\_ Total \$ \_\_\_\_\_

Utilities: (ex. Cable, Internet, Phone.)

Type: \_\_\_\_\_ Cost per Month\$ \_\_\_\_\_ Cost for the Year\$ \_\_\_\_\_

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Miscellaneous Expenses: (ex. Post Office, Laundry, Work Clothing, Tools, and other business purchases.)

Description: \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

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## What's Deductable?

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- Mileage Driven
- Hotels
- Meals ( Determine meals by listing your total overnight stays away from home)
- Insurance(s)
- Lease/ Rentals
- Utilities
- Hardware (Bluetooth headset, GPS)
- Licensing
- Continuing Education or Training
- Supplies
- Office Expenses (Staples or Office Depot)
- Tolls & Parking
- Subscriptions
- Advertising & Promotions
- Laundry
- Work Clothing

***and any other business related expenses bought in the Tax Year***



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