

Business Expense Summary

This summary is intended to help you gather your information by reminding you of possible deductions. If you have another method of keeping records (such as in a spreadsheet, Quicken, QuickBooks, or a separate check register), you do not need to use this sheet. If you aren't sure what records we need, please call us. Please use a separate sheet for each business. **Do not include the same expense in more than one category.**

Category	Amount	Category	Amount
Sales / Income (please include copies of any 1099s you received)		Business Personal Property Tax	
Advertising		Payroll Taxes (list on back)	
Answering Service		Sales Tax Collected (if included in sales)	
Bank Charges / Fees		Other Taxes (list on back)	
Commissions paid to others		Telephone (including business long-distance and cell phone charges)	
Contract Labor paid (please include copies of any 1099s you issued)		Small Tools (under \$100 each)	
Delivery & Freight Out (related to inventory)		Travel - Lodging (hotel)	
Dues & Subscriptions		Travel - Other (not including mileage or meals)	
Insurance (please list on back)		Meals & Entertainment	
Interest (paid on loans or credit cards for the business)		Uniforms	
Legal and Professional Fees		Utilities (not related to a home office)	
Supplies (office, computer, cleaning)		Wages & Salaries paid (please include copies of W-2s issued and 941s)	
Outside Services		Business Gifts (limited to \$25/person)	
Postage		Internet Service	
Printing		Licenses & Permits	
Rent or Lease (equipment - not autos)		Marketing / Promotion	
Rent or Lease (office space)			
Repairs, Maintenance, Cleaning			
Security Service (not related to a home office)			
Supplies (related to inventory)			

Did you buy, sell, or stop using any large (more than \$2,500 per item) pieces of equipment, machinery, furniture or fixtures, computer software or hardware, etc. that you used in the business?

Description	Date Bought	Date Sold or Stopped Using	Cost

Business General Information

Business Name (if different from your name): _____

What does the business do? _____

Y N 1. If you paid dues to an association, was any portion not deductible, due to political lobbying by the association, or due to benefits received?

Y N 2. Did you use any part of your home for business purposes?

Y N 3. If you have self-employment income, did you pay any health insurance premiums?

Y N 4. If you have self-employment income, do you want to make a retirement plan contribution?

If you buy or make products for sale to your customers, tell us about your inventory:

Beginning inventory at your cost + \$ _____

Plus inventory items purchased during the year + \$ _____

Plus shipping and freight in + \$ _____

Minus items you used personally - \$ _____

Minus items you gave away as samples or used as demos - \$ _____

Minus your cost of the inventory remaining at December 31st (your inventory count) - \$ _____

Equals Cost of Goods Sold (this should be less than your total sales (top left box on reverse)) \$ _____

If your expense summary (on reverse) has insurance and/or taxes as an expense, please describe them below:

Insurance Premiums Paid	
Type of Insurance	Amount

Taxes Paid			
Type of Tax	Who Paid To	Amount	Date Paid