

Client Name/s: _____

Tax Year: _____

Business Tax Worksheet

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses not listed on this sheet. *It is intended as a guideline, not a complete list of all deductions applicable to your situation.*

INCOME:	
Sales	
Returns/Refunds	
EXPENSES:	
Advertising	
Bank Service Charges	
Cell Phone	
Commissions	
Contract Labor	
Dues & Subscriptions	
Education/Trade Shows	
Freight	
Gifts	
Insurance (Health)	
Insurance (Liability)	
Interest	
License	
Meals & Entertainment	
Postage	
Professional Fees	
Rent (Office or warehouse)	
Software	
Supplies (Misc.)	
Supplies (Office)	
Travel	
Utilities (Office or warehouse)	
Wages	
Other	
SALES COST/ COST OF GOODS SOLD:	
Beginning Inventory	
Personal Use	
Purchases	
Materials and Supplies	
Ending Inventory	

VEHICLE:	
Cost/Date placed in Service	
Total Miles (for year)	
Total Business Miles (for year)	
Repairs	
Gas	
Insurance	
Other	
EQUIPMENT/FURNITURE:	
Desk	
Tables	
Shelves	
Camera	
Filing cabinet	
Cell Phone	
Computers	
Telephone	
Printers	
Chairs	
Other	
HOME OFFICE:	
Square footage of home:	
Square footage of office:	
*Utilities	
*Telephone	
*Maintenance	
Rent	
Mortgage Interest	
*Internet Service	
* please indicate whether direct or indirect expense	
OTHER:	

With a home office, you are likely to have several expenses that are not a direct cost to you. These expenses will be pro-rated as an office-in-home deduction. Examples include electricity, house cleaning, etc. If the expense is generated solely by your business, then it is a direct expense. A good example is a telephone line. If you have separate lines for the office and the rest of the home, then the office line is a direct expense. If you use the same line for business and personal, it must be pro-rated based on the square footage of your office in relation to the rest of the house.