

# Self Employed Business Expenses

Client: \_\_\_\_\_

Tax Year: \_\_\_\_\_

The purpose of this sheet is to help you organize you tax deductible business expenses. In order for an expense to be deductible it must be considered an "ordinary and necessary" expense. Do not include expenses for which you have been reimbursed or expect to be reimbursed.

| Telephone         |  |
|-------------------|--|
| Long Distance     |  |
| Cell Phone        |  |
| Answering Service |  |
| Other:            |  |
| Other:            |  |
| Total             |  |

| Supplies          |  |
|-------------------|--|
| Business Cards    |  |
| Office Supplies   |  |
| Postage           |  |
| Computer Supplies |  |
| Other:            |  |
| Other:            |  |
| Other:            |  |
| Total             |  |

| Professional         |  |
|----------------------|--|
| Dues                 |  |
| Memberships          |  |
| Licenses             |  |
| Publications         |  |
| Seminars             |  |
| Continuing Education |  |
| Legal & Professional |  |
| Insurance            |  |
| Other:               |  |
| Total                |  |

| Equipment      |  |
|----------------|--|
| Computer       |  |
| Software       |  |
| Desk           |  |
| Chair          |  |
| Filing Cabinet |  |
| Other:         |  |
| Other:         |  |
| Total          |  |

| Vehicle & Travel      |  |
|-----------------------|--|
| Vehicle Description   |  |
| Total Miles Driven    |  |
| Business Miles Driven |  |
| Airfare               |  |
| Taxi, Bus             |  |
| Car Rental            |  |
| Parking & Tolls       |  |
| Lodging               |  |
| Meals                 |  |
| Entertainment         |  |
| Other:                |  |
| Total                 |  |

| Expenses         |  |
|------------------|--|
| Advertising      |  |
| Rent             |  |
| Property Taxes   |  |
| Entity Tax       |  |
| Payroll Taxes    |  |
| Wages            |  |
| Employee Benefit |  |
| Health Insurance |  |
| Contract Labor   |  |
| Other:           |  |
| Other:           |  |
| Total            |  |

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