

**BUSINESS EXPENSES FOR:** Business Name \_\_\_\_\_ and Year \_\_\_\_\_

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GENERAL

- Health Insurance
- Contract Labor
- Repairs and Maintenance
- Meals and Entertainment
- Dues
- Continuing Education and Training
- Public Relations
- Uniforms
- Trade Publications and Subscriptions
- Gifts
- Website
- Memberships
- Bank costs
- Seminars
- Laundry

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ADVERTISING

- Business Cards
- Print Ads
- Internet Ads
- Other

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CAR EXPENSE

- Vehicle--> Year \_\_\_\_\_ Make/Model \_\_\_\_\_ Date Acquired \_\_\_\_\_
- Mileage--> Business \_\_\_\_\_ Commuting \_\_\_\_\_ Personal \_\_\_\_\_
- Lease or Own--> \_\_\_\_\_ Monthly Payment \_\_\_\_\_
- Costs--> Fuel \_\_\_\_\_ Insurance \_\_\_\_\_ Repairs/Maintenance \_\_\_\_\_ Washes \_\_\_\_\_

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INTEREST

Mortgage (for business)

Credit Cards

General Loans

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LEGAL AND PROFESSIONAL

Legal

Accounting

Other

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SUPPLIES

Office

Specific to the Trade

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RENT OR LEASE

Vehicles, Machinery and Equipment

Other

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TAXES

Sales Tax On Merchandise Sold

Other

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TRAVEL

Within the U.S.

Outside the U.S.

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UTILITIES

Cell Phone

Landline

Cable TV

Internet

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MISCELLANEOUS

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OFFICE IN HOME DEDUCTION

Square footage--> Total of entire home\_\_\_\_\_

Used only for business\_\_\_\_\_

Costs--> Rent\_\_\_\_\_ Utilities\_\_\_\_\_ Repairs/Maintenance\_\_\_\_\_

Cleaning\_\_\_\_\_ Insurance\_\_\_\_\_ Household items\_\_\_\_\_

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EQUIPMENT AND BIG-TICKET ITEMS

Please list the cost (including sales tax and delivery) and purchase date of items purchased during the year that will generally last longer than one year and cost more than \$100 each or as a batch:

Description	Cost	Purchase Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

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EXPENSES NOT LISTED ABOVE

Please list/describe ANY other business related expenditures not included above:

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INCOME AND REVENUE

Sales/Revenue

1099 amounts received for this business