

Business Deductions Checklist

- **Advertising and Promotional Expenses;**
- **Banking Fees** including check charges, monthly charges, bank wire fees or overdraft fees;
- **Business Gifts;**
- **Business-Related Education**, such as seminars, classes, and educational tapes or video;
- **Charitable Contributions;**
- **Conference and Convention** fees;
- **Equipment and Furniture** (this includes the cost of the equipment, furniture, or vehicle purchased, as well as depreciation on old equipment, and lease payments);
- **Health-Insurance Premiums;**
- **Insurance** (for buildings, machinery or equipment);
- **Interest and Fees** (on money borrowed for the business);
- **Losses** from theft, fraud, and damage from natural disasters;
- **Business Related Meals and Entertainment;**
- **Professional Membership Dues;**
- **Moving Expenses** related to job or employment;
- **Office Rent Expenses;**
- **Office Supplies;**
- **Postage and Shipping Expenses;**
- **Professional Fees** including legal fees, accounting and bookkeeping, architectural, business consulting and marketing consulting;
- **Property Taxes;**
- **Repair and Maintenance** on the building, grounds, and equipment;
- **Retirement Accounts** for self and employees;
- **Salaries of Employees;**
- **Software Costs;**
- **Taxes** such as sales tax on items purchased for business usage, real estate tax on business property, employer's share of employment taxes, excise taxes and, in some instances, state income tax;
- **Telephone and Telecommunications Expenses** including, Internet, television and other communication usage for business purposes;
- **Trade-show** exhibition and/or attendance Including travel, meals, admission fees and costs of booths or exhibitions;
- **Business Related Travel** including automobile expenses pertaining to business usage, using either actual costs of repair and gas or the standard mileage deduction, hotels, airfare, meals, laundry and business entertainment while on the road;
- **Utilities.**