

Some taxing authorities allow you to deduct expenses that are ordinary and necessary for your line of work and that help you do your job. (If your employer reimburses you and doesn't include the payment on your W-2 form, you won't be able to take a deduction for those expenses.)

Name: \_\_\_\_\_

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

### 1. Cost of Goods

\$ \_\_\_\_\_ Building Materials  
 \$ \_\_\_\_\_ Supplies  
 \$ \_\_\_\_\_ Sub-Contractors  
 \$ \_\_\_\_\_ Wages  
 \$ \_\_\_\_\_ Permits  
 \$ \_\_\_\_\_ Plans/Blueprints

### 2. Auto and Truck

\$ \_\_\_\_\_ Fuel, Oil  
 \$ \_\_\_\_\_ Repairs  
 \$ \_\_\_\_\_ Insurance  
 \$ \_\_\_\_\_ DMV  
 \$ \_\_\_\_\_ Wash/Wax  
 \$ \_\_\_\_\_ Auto Club  
 \$ \_\_\_\_\_ Lease Payments  
 \$ \_\_\_\_\_ Loan Interest  
 \_\_\_\_\_ Total Miles Driven  
 \_\_\_\_\_ % for Business Use

### 3. Capital Purchases

\$ \_\_\_\_\_ Trucks/Autos  
 \$ \_\_\_\_\_ Trailers  
 \$ \_\_\_\_\_ Equipment (over \$2500 ea.)  
 \$ \_\_\_\_\_ Computers/Printers  
 \$ \_\_\_\_\_ Telephone Systems

### 4. Travel Costs

\$ \_\_\_\_\_ Airfare  
 \$ \_\_\_\_\_ Car Rental  
 \$ \_\_\_\_\_ Laundry  
 \$ \_\_\_\_\_ Lodging  
 \$ \_\_\_\_\_ Meals  
 \$ \_\_\_\_\_ Parking/Tolls  
 \$ \_\_\_\_\_ Uber/Lyft/Taxi  
 \$ \_\_\_\_\_ Other: \_\_\_\_\_  
 \_\_\_\_\_ Car Mileage (own vehicle)

### 5. Telephone & Internet

\$ \_\_\_\_\_ Cell phone purchase  
 \$ \_\_\_\_\_ Cell phone accessories  
 \$ \_\_\_\_\_ Cell phone monthly  
 \$ \_\_\_\_\_ Internet monthly  
 \$ \_\_\_\_\_ Cell Phone Apps  
 \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 6. Overhead Costs

\$ \_\_\_\_\_ Accounting  
 \$ \_\_\_\_\_ Bank Charges  
 \$ \_\_\_\_\_ Contractor Bond  
 \$ \_\_\_\_\_ Contractor School  
 \$ \_\_\_\_\_ Dues /Subscriptions  
 \$ \_\_\_\_\_ Employee Reimbursement  
 \$ \_\_\_\_\_ Equipment Lease  
 \$ \_\_\_\_\_ Employee Health Insurance  
 \$ \_\_\_\_\_ Liability Insurance  
 \$ \_\_\_\_\_ Workers' Comp Insurance  
 \$ \_\_\_\_\_ Interest (credit accounts)  
 \$ \_\_\_\_\_ Legal Fees  
 \$ \_\_\_\_\_ Business Licenses  
 \$ \_\_\_\_\_ Contractor License  
 \$ \_\_\_\_\_ Meals/Entertainment  
 \$ \_\_\_\_\_ Office Supplies  
 \$ \_\_\_\_\_ Postage  
 \$ \_\_\_\_\_ Building Repairs  
 \$ \_\_\_\_\_ Equipment Repairs  
 \$ \_\_\_\_\_ Rent  
 \$ \_\_\_\_\_ Hard Hats/Work boots  
 \$ \_\_\_\_\_ Safety Glasses/Gloves  
 \$ \_\_\_\_\_ Software  
 \$ \_\_\_\_\_ Supplies  
 \$ \_\_\_\_\_ Payroll Taxes  
 \$ \_\_\_\_\_ Property Taxes  
 \$ \_\_\_\_\_ Fax  
 \$ \_\_\_\_\_ Small Hand Tools (under \$250 ea)  
 \$ \_\_\_\_\_ Uniforms  
 \$ \_\_\_\_\_ Utilities  
 \$ \_\_\_\_\_ Wages  
 \$ \_\_\_\_\_ Owner Health Insurance