

Name: _____

Tax Year: _____

1. General Expenses

- \$ _____ Accounting
- \$ _____ Advertising
- \$ _____ Answering service
- \$ _____ Bank charges
- \$ _____ Bonds
- \$ _____ Business licenses
- \$ _____ Commissions
- \$ _____ Computer/accessories
- \$ _____ Contract labor
- \$ _____ Delivery & freight
- \$ _____ Dues and subscriptions
- \$ _____ Employee benefit programs
- \$ _____ Gifts
- \$ _____ Insurance
- \$ _____ Interest
- \$ _____ Janitorial
- \$ _____ Laundry & cleaning
- \$ _____ Legal & professional
- \$ _____ Licenses & permits
- \$ _____ Meals (100%)
- \$ _____ Miscellaneous
- \$ _____ Office expenses
- \$ _____ Outside services
- \$ _____ Parking & tolls
- \$ _____ Pensions/profit sharing plans
- \$ _____ Postage
- \$ _____ Printing
- \$ _____ Promotion
- \$ _____ Rent
- \$ _____ Equipment leases
- \$ _____ Repairs & maintenance
- \$ _____ Salaries & wages
- \$ _____ Security

- \$ _____ Software
- \$ _____ Sponsorship
- \$ _____ Supplies
- \$ _____ Website & hosting
- \$ _____ State taxes
- \$ _____ Payroll taxes
- \$ _____ Real estate taxes
- \$ _____ Personal property taxes
- \$ _____ Tools
- \$ _____ Travel
- \$ _____ Uniforms
- \$ _____ Utilities
- \$ _____ Workers compensation

2. Auto Expenses

- \$ _____ Fuel, Oil
- \$ _____ Repairs
- \$ _____ Insurance
- \$ _____ DMV
- \$ _____ Wash/wax
- \$ _____ Auto club
- \$ _____ Lease payments
- \$ _____ Loan Interest
- _____ Total miles driven
- _____ % for business use

3. Travel Costs

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

4. Telephone & Internet

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

5. Cost of Goods Sold

- \$ _____ Materials & supplies
- \$ _____ Sub-let labor
- \$ _____ Shop supplies

6. Tax Documents

Please provide copies of all 1099s, 1099NECs, 1099MISCs, or 1099Ks received.