SMALL BUSINESS WORKSHEET

Client: _____ **ID #** _____ **TAX YEAR** _____

ORDINARY SUPPLIES	
Advertising	
Books & Magazines	
Business Cards	
Bank Charges	
CD, DVD Blanks	
Client Gifts	
Continuing Education	
Insurance: Bond	
Insurance: Business	
Insurance: Liability	
License & Permits	
Payroll Wages	
Payroll Wages (your child)	
Payroll Expense	
Workmens Compensation	
Employers Social Security	
Employers Medicare	
Office Expense	
Professional Fees: Legal	
Professional Fees: Tax Prep	
Repairs	
Replacements	
Seminars	
Supplies	
Briefcase	
Cable/DSL Service	
Online Service	
Telephone: Cell	
Telephone: House	
Telephone: Pager	
FUTA	
SUTA	
Small Tools	
Dues	
Other	
Total	

VEHICLE & TRAVEL	
Total Mileage of Vehicle	
Total Business Mileage	
Lease Vehicle Cost	
Interest on Vehicle	
Insurance on Vehicle	
License Plates of Vehicle	
Conventions	

The Purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not Include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

MAJOR PURCHASES	
Computer Equipment	
Faxes	
Cell Phone	
PDAs	
Storage	
Desk	
Chairs	
File Cabinets	
Scanners	
Software	
Television--Office use	
Laser Printers	
Color Printers	
Network Equipment	
Laptop Computer	
Storage Devices	
Cabinets	
Cable Modems	
Other	
Other	
Other	

BUSINESS USE OF THE HOME	
Total Square Ft. of Home	
Business Area of Home	
Business Hours (Total for Year)	
Home Mortgage Interest	
Property Taxes	
Hazard Insurance	
Rents	
Allocated Expenses (Subject to % of Business Use)	
Cleaning Service	
Maintenance & Repairs of Home	
Utilities: Cable	
Utilities: Electric & Gas	
Utilities: Sewer, Water & Trash	
Other	

OTHER INFORMATION

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