

BUSINESS EXPENSE WORKSHEET

In order for us to maximize your deductions, please complete this worksheet

Name Principal Business/Products Sold Business Name & Address (if different than residence): Date Business Started (if started this year)	Tax Year
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PART 1 - Inventory (at your cost)
Inventory Value on 1/1 <small>(Should match last year's ending inventory)</small>
Total Purchases During the Year
Purchase Returns & Allowances
Cost of Items Used Personally
Value of inventory on 12/31

PART 4 - Vehicle Information
Vehicle Year & Model:
Total Mileage:
Business Mileage:
Actual Expenses:
Gas:
Repairs:
Insurance:
Interest on Loan:
Purchase Year:
Purchase Price:
Other Auto Expenses:

PART 2 - Income (Attach Any Forms 1099s Received)
Cash or Check Income:
Credit Card Income:
Paypal, Venmo, or other Income:
Trade Income:
Commissions:
Other Income:
Total Income:

Part 3 - Expenses
Advertising (Posters, Cards, Pens, Yellow Pages, ect)
Bad Debts (Only if Sale is Included in Sales)
Bank Charges
Classes, Workshops & Seminars
Client Gifts
Commissions Paid Out
Demonstrators (Not for Sale)*
Displays
Interest on Business Loans
Magazines, Books, Tapes, Educational Aids
Meals & Entertainment
Membership Fees
Office Supplies
Other Expenses (Attach Detail)
Other Gifts (List Recipients & Amounts)*
Other Supplies
Postage
Printing
Product Replacement Insurance
Professional Fees (Legal, Tax Prep, Acct)
Rent
Salaries
Telephone (Business Use Only)
Travel for Business Trips
Uniforms
Other Expenses (Attach Detail)

Part 5 - Business Use of Home
Total Sq Footage of Home:
Sq Footage of Exclusive Space:
Mortgage Interest:
Property Taxes:
Power:
Gas:
Water:
Garbage:
Repairs & Maintenance:
Homeowner's Insurance: Cost
Other:
Other:

Part 6 - Businesses Assets Purchased During the Year (cost over \$2500)																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td align="center">Item</td> <td align="center">Cost</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Item	Cost																		
Item	Cost																			

Part 7 - Other Information

THE ABOVE EXPENSES ARE ORDINARY & NECESSARY IN MY LINE OF WORK A SELF-EMPLOYED PERSON

Signature: _____

Worksheet Provided by My Tax Expert Inc
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