

## Business Expenses Worksheet

Occupation

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INCOME

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Advertising

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Miles driven for business purposes

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(need make, model, # business miles, total miles)\*

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Dues/Licenses

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Office Supplies

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Seminars/ Training/Education

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Subscriptions

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Rent

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Telephone (if separate business line)

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Cell Phone (% business use)

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Travel (hotel, airfare, etc)

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Meals & Entertainment

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Professional/Legal Fees

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Repairs

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Equipment - list purch date and amt.

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Postage

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Gifts

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Other

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Other

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\* Auto expenses - either per mile or actual expenses (need additional expense info: gas, repairs, license, etc., cost of car, date purchased or lease payment, interest.

Usually per mile is better deduction and easier than maintaining numerous receipts.

REMINDER: Commuting miles are NOT deductible. If you work from

home, your first trip out and last trip home are considered commuting miles.