

Business Related Expenses

Employer I.D. # (EIN):

Gross Receipts/Total Income \$ _____

Expenses

- Accounting \$ _____
- Advertising \$ _____
- Alarm Service \$ _____
- Bank Charges \$ _____
- Commissions \$ _____
- Computer \$ _____
- Credit card process \$ _____
- Delivery/Shipping \$ _____
- Dues & Publications \$ _____
- Education/Seminar \$ _____
- Equipment \$ _____
- Fuel \$ _____
- Gifts (\$25/recipient) \$ _____
- Insurance
 - Liability \$ _____
 - Property \$ _____
 - Workman's Comp \$ _____
- Internet/ISP \$ _____
- Interest Expense \$ _____
- Laundry/Cleaning \$ _____
- Legal/Professional \$ _____
- Licenses/Permits \$ _____
- Meals/Entertainment \$ _____
- Miscellaneous \$ _____
- Office Furnishings \$ _____
- Office Supplies \$ _____
- Parking \$ _____
- Payroll Processing \$ _____
- Postage \$ _____
- Printing \$ _____
- Promotion \$ _____
- Rent – Equipment \$ _____
 - Office/real estate \$ _____
- Repairs \$ _____
- Safety Equipment \$ _____
- Security \$ _____
- Software \$ _____
- Storage \$ _____
- Supplies \$ _____
- Tax
 - Business \$ _____
 - City/County \$ _____
 - Payroll \$ _____
 - Property \$ _____
 - Sales \$ _____
 - Other \$ _____

- Beginning Inventory.....\$ _____
- Purchases.....\$ _____
- Cost of Items for Personal Use..\$ _____
- Cost of Labor.....\$ _____
- Materials & Supplies.....\$ _____
- Other Costs.....\$ _____
- Ending Inventory.....\$(_____)

Expenses cont'd.

- Telephone \$ _____
- Trade Show \$ _____
- Travel – Airfare \$ _____
 - Local (taxi/Uber) \$ _____
 - Lodging \$ _____
- Uniforms \$ _____
- Utilities \$ _____
- Uniforms \$ _____
- Wages/Salaries \$ _____

Auto Expense

	<u>Car #1</u>	<u>Car #2</u>
Make	_____	_____
Model	_____	_____
Total miles	_____	_____
Business miles	_____	_____
Daily commute	_____	_____
Gasoline/Fuel \$	_____	\$ _____
Repairs/Maint.	_____	_____
Tires	_____	_____
Insurance	_____	_____
License	_____	_____
Loan Interest	_____	_____
Lease paid	_____	_____
Parking/Tolls	_____	_____
Washes/Detail	_____	_____

If your records are incomplete, you can claim the standard mileage rate.
 If you leased or purchased a new vehicle, please bring in agreement forms.
 Please list any reimbursement received from employer: \$ _____.
 Gifts/business gratuities are limited to \$25/recipient.
 IRS regulations are explicit: business and auto related expenses must be substantiated with records or mileage diaries. There are ample options of apps available for smart devices to assist in meeting these requirements.