

Client: \_\_\_\_\_ ID# \_\_\_\_\_ Tax Year \_\_\_\_\_

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.

Inventory	
Inventory at Beginning of Year	
Purchases	
Cost of Items for Personal Use	
Other Costs	
Inventory at End of Year	
Sales Expenses	
Advertising	
Business Cards	
Bank Charges	
Catalogues	
Commissions	
Demos	
Freight	
Gifts	
Kits	
Map Books	
Postage	
Refunds	
Sales Aids	
Sales Assistants	
Samples & Promotional Items	
Seminars & Trade Shows	
Service Charges	
Snacks & Beverages	
Storage Containers	
Storage Fees	
Supplies - Meeting/Party	
Supplies - Misc	
Supplies - Office	
Other _____ Other _____	
<b>Total</b>	

Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet

Professional	
Dues	
Insurance	
License	
Publications	
Other _____ Other _____	
<b>Total</b>	

Telephone	
Long Distance	
Faxes	
Pay phone	
Cellular	
2 <sup>nd</sup> Line	
Beeper/Pager	
Answering Service	
Other _____ Other _____	
<b>Total</b>	

Equipment	
Attache Case	
Calculator	
Desk	
Display Tables	
Camera	
Filing Cabinet	
Cell Phone	
Telephone	
Other _____ Other _____	
<b>Total</b>	

**Other Information**

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