

Name: \_\_\_\_\_

- \$ \_\_\_\_\_ Accounting
- \$ \_\_\_\_\_ Advertising
- \$ \_\_\_\_\_ Answering service
- \$ \_\_\_\_\_ Auto & truck expense
- \$ \_\_\_\_\_ Bad debts
- \$ \_\_\_\_\_ Bank charges
- \$ \_\_\_\_\_ Bonds
- \$ \_\_\_\_\_ Business licenses
- \$ \_\_\_\_\_ Commissions
- \$ \_\_\_\_\_ Computer/accessories
- \$ \_\_\_\_\_ Contract labor
- \$ \_\_\_\_\_ Delivery & freight
- \$ \_\_\_\_\_ Dues and subscriptions
- \$ \_\_\_\_\_ Employee benefit programs
- \$ \_\_\_\_\_ Freight shipping
- \$ \_\_\_\_\_ Gifts
- \$ \_\_\_\_\_ Insurance
- \$ \_\_\_\_\_ Interest
- \$ \_\_\_\_\_ Janitorial
- \$ \_\_\_\_\_ Laundry & cleaning
- \$ \_\_\_\_\_ Legal & professional
- \$ \_\_\_\_\_ Licenses & permits
- \$ \_\_\_\_\_ Meals & entertainment (in full)
- \$ \_\_\_\_\_ Miscellaneous
- \$ \_\_\_\_\_ Office expenses
- \$ \_\_\_\_\_ Outside services
- \$ \_\_\_\_\_ Parking & tolls
- \$ \_\_\_\_\_ Pensions/profit sharing plans

- \$ \_\_\_\_\_ Postage
- \$ \_\_\_\_\_ Printing
- \$ \_\_\_\_\_ Promotion
- \$ \_\_\_\_\_ Rent
- \$ \_\_\_\_\_ Real property
- \$ \_\_\_\_\_ Equipment leases
- \$ \_\_\_\_\_ Repairs & maintenance
- \$ \_\_\_\_\_ Salaries & wages
- \$ \_\_\_\_\_ Security
- \$ \_\_\_\_\_ Software
- \$ \_\_\_\_\_ Sponsorship
- \$ \_\_\_\_\_ Supplies
- \$ \_\_\_\_\_ Website & hosting
- \$ \_\_\_\_\_ State taxes
- \$ \_\_\_\_\_ Payroll taxes
- \$ \_\_\_\_\_ Real estate taxes
- \$ \_\_\_\_\_ Personal property taxes
- \$ \_\_\_\_\_ Telephone
- \$ \_\_\_\_\_ Tools
- \$ \_\_\_\_\_ Travel
- \$ \_\_\_\_\_ Uniforms
- \$ \_\_\_\_\_ Utilities
- \$ \_\_\_\_\_ Workers compensation

Cost of Goods Sold:

- \$ \_\_\_\_\_ Materials and supplies
- \$ \_\_\_\_\_ Sub-let labor
- \$ \_\_\_\_\_ Shop supplies

I understand this worksheet provides a way for me to organize my deduction information only. Whether or not an item is listed on this worksheet is not necessarily an indicator of whether or not an item is deductible. Tax regulations change often and specific circumstances may determine whether or not any item is relevant to my situation. This worksheet cannot substitute for tax knowledge or professional tax advice.