

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.