

SPECIALTY WORKSHEET for the SELF-EMPLOYED
 In order to maximize your deductions, please complete this form.

CLIENT _____ **TAX YEAR** _____

Accounting Fees		Office Supplies	
Accounting Software		Office Supplies - Pens, Pencils, etc.	
Advertising -Business Cards		Office Supplies - Water Delivery	
Advertising - Magazines		Outside Service	
Advertising - Other		Payroll Paid to Others (W2s)	
Advertising - Paper		Payroll Taxes	
Advertising - Radio and Television		Pest Control	
Advertising - Signs		Postage	
Alarm Service		Printing	
Association Dues		Professional Services	
Auto Equipment Holders		Publications - Trade Books	
Bad Debts		Publications -Trade Journals	
Bank Charges (Business Account)		Referral Fees	
Bookkeeping		Small Tools	
Briefcase		Software	
Business Travel - Luggage		Supplies	
Business Credit Card Annual Fee		Taxes	
Business Mileage @ _____ Cents per Mile		Telephone - Answering Service	
Carpet Cleaning		Telephone - Cellular Phone Charges	
Casual Labor		Telephone - Long Distance	
Clipboards		Telephone - Other	
Commissions		Telephone - Pay Phone Charges	
Cost of Goods Sold		Tools	
Credit Card Acceptance Service Fees		Transportation Expenses	
Delivery		Travel away from home overnight	
Dues - Professional Societies		Travel - Other	
Education - Books		Travel @ _____ cents per Mile	
Education - Classes		Uniforms - Shirts, Shoes, Repairs and Purchases	
Education - Continuing Education Courses		Uniform Laundry @ \$1 per load	
Education - Conventions		Union Dues	
Education - Mileage @ _____ Cents per Mile			
Education - Professional Development			
Education - Seminars			
Emblems for Uniforms		Equipment Purchased This year	
Entertainment		Equipment Depreciation (From Prior Years)	
Equipment Repairs			
Equipment Rental		Cost of Goods Sold Computation	
Freight		Beginning Inventory	
Gifts (\$25 Maximum Per Person)		Plus: Purchases	
Identification Case		Less: Withdrawn for Personal Use	
Insurance		Equals: Goods Available for Sale	
Interest on Business Debt		Less: Ending Inventory	
Interest on Business Mortgage		Equals: Cost of Goods Sold	
Legal Fees			
License			
Maintenance and Maintenance Contracts			
Medical - Employee Related			
Medical - Owner Related			
Notary Fees		GROSS INCOME:	

THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY LINE OF WORK AS A SELF-EMPLOYED PERSON.
 Expert Tax & Accounting Services LLC - (480) 831-6565