

Business Income & Expenses

Client: _____

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.

Income Earned	
Sales	

Sales Expenses	
Advertising	
Business Cards	
Bank Charges	
Clerical	
Client Gifts	
Courier Service	
Commissions Paid	
Film/Processing	
Flowers/Cards	
Maps/Books	
Equipment Rental	
Sales Assistants	
Repairs	
Signs, Flags, Banners	
Software	
Photocopying	
Printing	
Tools	
Stationary	
Other	

Professional	
Accounting & Tax	
Dues	
E & O Insurance	
Legal Fees	
Licences	
Memberships	
Publications	
Seminars	
Continuing Ed	
Resumes	
Other	

Office	
Computer Supplies	
Office Supplies	
Postage	
1st Line	
2nd Line	
Cellular	
Beeper/Pager	
Internet	
Answering Service	
Other	

Equipment	
Attache Case	
Calculator	
Desk	
Camera	
Chair	
Filing Cabinet	
Cell Phone	
Computer	
Printer/fax	
Telephone	
Other	

Travel & Entertainment	
Airfare, Train	
Car rental & gas	
Parking, tolls	
Taxi, bus	
Lodging	
Meals	
Entertainment	

Vehicle	
Business Miles	
Total Miles	

Do you have evidence (receipts, cancelled checks, credit card statements, mileage logs) to support these expenses?

Yes
 No

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