LBS TAX

Telephone: 480-664-1249 Fax 480-961-9130

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License		Less: Withdrawn for Personal Use	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

THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY LINE OF WORK AS A SELF-EMPLOYED PERSON.