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Debt Cost of Goods Sold Computation Interest on Business Mortgage Beginning Inventory Plus: Legal Fees Purchases Withdrawn for Personal Use License Less: Maintenance and Maintenance Contracts Equals: Goods Available for Sale Medical - Employee Related Medical - Owner Related Ending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

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

GROSS EXPENSES: