

BUSINESS PROFESSIONALS DEDUCTIONS

Client: _____ ID# _____ 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.

Miscellaneous		Telephone	
Business Cards		Long Distance	
Clerical		Faxes	
Computer Supplies		Pay phone	
Customer Lists		Cellular	
Gifts		2nd Line	
Office Supplies		Beeper/Pager	
Postage		Answering Service	
Photocopying		Other _____	
Printing		Other _____	
Repairs		Total	
Shipping			
Stationery			
Other _____			
Other _____			
Total			
Professional		Equipment	
Dues		Attache Case	
E & O Insurance		Calculator	
Legal & Professional		Camera	
Licenses		Desk	
Memberships		Chair	
Publications		Filing Cabinet	
Seminars		Cell Phone	
Continuing Ed		Software	
Resumes		Tape Recorder	
Other _____		Telephone	
Other _____		Other _____	
Other _____		Other _____	
Total		Total	
		Vehicle & Travel	
		See Vehicle, Travel & Entertainment Worksheet	
Other Information			



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