

SELF-EMPLOYMENT

INDIVIDUAL DEDUCTION

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.

OPERATING EXPENSE	
Advertising	
Bank Charges	
Business Cards	
Catalogues	
Cleaning & Maintenance	
Commissions	
Demos	
Depreciation & Sect. 179	
Employee Benefits	
Freight	
Gifts	
Interest	
Map Books	
Office Expense	
Pension/Profit Sharing	
Postage/Delivery Expenses	
Printing	
Refunds	
Rent (Machinery/Equip)	
Rent (Other)	
Repairs	
Sales	
Samples & Promotional	
Seminars & Trade Shows	
Service Charges	
Software	
Storage Fees	
Supplies	
Taxes	
Tools	
Utilities	
Wages	
Other _____	
Other _____	
Other _____	
Other _____	
Total	

COSTS OF GOODS	
Cost of Items for Personal Use	
Cost of Labor	
Inventory at Beginning of Year	
Inventory at End of Year	
Materials and Supplies	
Outside Service	
Purchases	
Other _____	
Other _____	
Total	

EQUIPMENT	
Purchases	
Furniture	
Other _____	
Total	

PROFESSIONAL	
Dues	
Insurance	
Legal & Profesional	
License	
Publications	
Other _____	
Other _____	
Total	

TELEPHONE	
Cell phone	
Long Distance	
Pay Phone	
Other _____	
Total	

OTHER INFORMATION	

