

*Accounting is more
than just numbers*

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SELF-EMPLOYED INDIVIDUAL DEDUCTIONS

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, or are reimbursable.

CLIENT: _____

Tax Year: _____

Operating Expenses	
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/Deliver Expenses	
Printing	
Refunds	
Rent (Machinery/Equip)	
Rent (Other)	
Repairs	
Sales	
Samples & Promotional	
Seminars & Trade Shows	
Service Charges	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	
Cost 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 Services	
Purchases	
Other:	
Other:	
Total	
Equipment	
Equipment	
Furniture	
Other:	
Total	
Professional	
Dues	
Insurance	
Legal & Professional License	
Publications	
Other:	
Other:	
Total	

CLIENT: _____

Tax Year: _____

Operating Expenses (cont.)	
Software	
Storage Fees	
Supplies	
Taxes	
Tools	
Utilities	
Wages	
Other:	
Other:	
Other:	
Other:	
Total	

Telephone	
Cellular Phone	
Long Distance	
Other:	
Total	