



COMPANY NAME \_\_\_\_\_

EIN# \_\_\_\_\_

TAX YEAR \_\_\_\_\_

SALES / REVENUE \_\_\_\_\_

**EXPENSES PAID**

Advertising \_\_\_\_\_

Auto Expense - Fuel \_\_\_\_\_

Auto Expense - Repairs/Maintenance \_\_\_\_\_

Bank Fees on business accounts \_\_\_\_\_

Bank Merchant Fees (cc machine) \_\_\_\_\_

Charitable Contributions (attach receipts) \_\_\_\_\_

Commissions and Fees paid \_\_\_\_\_

Computer and Internet Expenses \_\_\_\_\_

Cost of Goods Sold (job materials) \_\_\_\_\_

Dues & Subscriptions \_\_\_\_\_

Equipment Rental \_\_\_\_\_

Gifts to customer, suppliers, etc. \_\_\_\_\_

Insurance - business liability \_\_\_\_\_

Insurance - business auto \_\_\_\_\_

Interest paid on business loans/credit cards \_\_\_\_\_

Lease Expense (car, equipment, etc.) \_\_\_\_\_

Legal and Professional Services \_\_\_\_\_

Meals - (Entertainment is NOT deductible effective 1/1/18) \_\_\_\_\_

Office Expenses \_\_\_\_\_

Pension and Profit-Sharing Plans \_\_\_\_\_

Postage / Shipping \_\_\_\_\_

Rent Expense \_\_\_\_\_

Repairs & Maintenance \_\_\_\_\_

Small Tools \_\_\_\_\_

Subcontractor paid by 1099 \_\_\_\_\_

Supplies and Materials (not included in cost of goods sold) \_\_\_\_\_

Telephone \_\_\_\_\_

Travel Expenses \_\_\_\_\_

Utilities \_\_\_\_\_

Wages/Salaries (Provide Payroll Reports) \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Year/Make/Model of business vehicle \_\_\_\_\_

Date placed in service for business \_\_\_\_\_

Business miles \_\_\_\_\_

Commuting miles + \_\_\_\_\_

Personal/other miles + \_\_\_\_\_

Total miles driven = \_\_\_\_\_

Other (please list in detail)  
 \_\_\_\_\_  
 \_\_\_\_\_

\*This list is not all-inclusive and is for general purpose only



COMPANY NAME \_\_\_\_\_

EIN# \_\_\_\_\_

TAX YEAR \_\_\_\_\_

| Asset Description* | Date of Purchase | Date Placed in Service | Cost of Asset | Fair Market Value | % of Business Use |
|--------------------|------------------|------------------------|---------------|-------------------|-------------------|
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\*Please be as descriptive as possible including Make & Model