



**MORGAN MATTHEWS
ACCOUNTING & TAX, INC.**

COMPANY NAME _____

EIN# _____

SMALL BUSINESS EXPENSES _____

TAX YEAR _____

SALES/REVENUE

EXPENSES PAID

- Advertising
- Auto Expense - Fuel
- Auto Expense - Repairs/Maintenance
- Bank fees on business accounts
- Bank merchant fees paid (credit cards)
- Charitable Contributions (attach receipts)
- Commissions and fees paid
- Cost of goods sold (job materials)
- Dues & Subscriptions
- Equipment Rental
- Gifts to customers, suppliers, etc.
- Insurance - business liability
- Insurance - business auto
- Interest paid on business loans/credit cards
- Legal and professional services
- Meals (Entertainment is NOT deductible effect.
1/1/18)
- Merchant Fees (cc machine)
- Office expenses
- Pension and profit-sharing plans
- Postage / Shipping
- Rent or lease expense
- Repairs and maintenance
- Small Tools
- Subcontractor paid by 1099
- Supplies and materials (not included in cost of
goods sold)
- Telephone
- Travel expenses
- Utilities

Other _____
Other _____
Other _____
Other _____
Other _____
Other _____
Other _____
Other _____

Year/Make/Model of vehicle _____
Date placed in service for business _____
Business miles _____
Commuting miles + _____
Personal/other miles + _____
Total miles driven = _____

Other (please list in detail)

COMPANY NAME _____

EIN# _____

ASSET LIST

Asset Description*	Date of purchase	Date placed in Service	Cost of asset	Fair Market Value	% of Business Use

*Please be as descriptive as possible including Make & Model

**If asset is vehicle, please list Year, Make & Model of vehicle