



General Business Information

Name: _____ EIN/SSN: _____

Type of Business: _____ Date Business Started: _____

Address of Business: _____ Phone Number: _____

Income Received

1099: _____ Cash: _____

EXPENSES

We need only the totals of all expenses for your business. You are responsible for all documentation and proof should the IRS ever ask for this information.

Postage		Travel		Utilities	
Bank / Processing Charges		Meals		Security	
Subscriptions		Advertising / Marketing		Repairs / Maintenance	
Insurance		Printed Materials		Supplies	
Membership Fees / Professional Dues		Graphics / Web Design		Equipment / Tools	
Legal Expenses		Trade Shows / Events		Phone Expense	
Health Insurance		Uniforms		Internet	

Other Expenses You May Have



Vehicle Expense

The following information is for business miles driven. If the vehicle is used solely for business purposes, meaning you have another car for all personal driving, then skip the "Total Miles Driven" section.

Vehicle Type: _____ Purchase Date: _____ Cost of Vehicle: _____

Business Miles Driven: _____ Date Placed in Service: _____

Total Miles Driven (Personal & Business): _____

Do you have written records to support miles? Yes No

Parking & Tolls		Tires/Repairs		Loan Interest	
Gas & Oil		Insurance		Taxes	

Office in home

Sq. Ft. Used for Business: _____ Total Sq. Ft. of Home: _____

We will prepare your tax return from the information you've furnished. Upon examination, taxing authorities may request copies of supporting documents, therefore preserve all records for which you may be called upon to produce.

I certify that the information on this and any other form submitted is complete and correct.

Signature: _____ Date: _____

GLOSSARY

This glossary is intended to provide context and explanations for what these terms could mean. Please do not use this glossary as individual tax advice or suggestions for your personal tax return. These are general expenses that may or may not apply to you. Please understand that all calculations are to be done once. If you calculate an expense in one area, do not include it in another area.

- Postage - If you had to pay to send things to customers, buy stamps, pay for shipping charges. This could include shipping charges for online orders that you receive (Amazon, Wal-Mart, etc.).
- Bank and Processing Charges - This total should include any fees your bank may have charged for maintaining your accounts. Also, this total could include amounts for fees charged to you for accepting online payments or credit card processing systems (PayPal, Square, etc.).
- Subscriptions - If you have a subscription that is necessary for conducting business. An example could be a Prime account with Amazon that is used for business. This total could also include any publications that you are subscribed to such as specialized magazines, periodicals, etc. that are specific to your line of work -- not a generic publication such as a daily newspaper.
- Insurance - This line is for business insurance only. Please do not include auto, health, or life insurance totals at this time.
- Membership Fees and Professional Dues - If you are a part of an organization or group for your profession, the dues for such could be an expense. An example could be a membership with your local Chamber of Commerce or something comparative.
- Legal Expenses - If you had to consult with or hire an attorney for any legal dealings for your business you would include that amount.
- Health Insurance - This amount is for the person that pays out-of-pocket for health insurance. This is not to be confused as the employee portion of a healthcare plan offered through a company that you may also work for.
- Travel - These expenses are considered by the IRS as all necessary and ordinary expenses when away from home for business. These expenses could include transportation, lodging, meals, parking, and toll fees that are incurred while conducting business away from home. **For further clarity on the difference between travel and entertainment, contact our office.**

- Meals - These expenses, like travel, are meals and related expenses that are incurred while away from your home city while conducting business. This is not to be confused as meal expenses incurred within your home city or for entertainment purposes. **For further clarity on the difference between meals and entertainment, contact our office.**
- Advertising / Marketing - Include all expenses associated with advertising costs. Examples of this could be radio ads, newspaper ads, social media advertisements, etc. This total could also include amounts for promotional shirts or other miscellaneous items used for the promotion of the business.
- Printed Materials - Include all expenses for printing copies, business cards, flyers, pamphlets, etc. This total could also include amounts for promotional shirts or other miscellaneous items used for the promotion of the business.
- Graphic and Web Design - The totals for this entry could include any expense for logos, branding, flyer design, website design and automation, social media design, etc. The cost for web hosting could be included with this total also.
- Trade Shows / Events - The total for this entry would be any marketing event that you attended to showcase your business. You could include any entry fees, supplies, giveaways, or marketing material distributed at the event.
- Uniforms - Uniforms would be considered any clothing item that is identifiably used for business. An example of this would be uniforms sets, printed shirts, monogrammed shirts, etc.
- Utilities - This entry is for utilities (water, gas, trash, electricity, etc.) for a building that is completely used for business. **If you are using an office in your home, there is a formula for calculating the utility usage. For help with this, contact our office.**
- Security - This entry is for any security or surveillance expenses you may have. The monthly statement for alarm systems, security system equipment, patrol fees, etc. that you may incur would all be included here.
- Repairs / Maintenance - This entry is for any repairs or maintenance costs you've incurred for any equipment or building space (not home or auto repairs if using the office in home or vehicle expense deductions).
- Supplies - Any supplies that are necessary for your business' operation is to be included in supplies. If you are an inventory based operation, give us a call for a more in depth explanation.

- Equipment and Tools - This could include any type of machinery, computers, etc. that you purchased to perform business.
- Phone Expense - If you have a phone that is used for business 100% of the time, the total of your phone bill will be used as a designated business expense. If you use your phone for personal and business purposes, you will need to determine what percentage of time is used for business and calculate that percentage of your bill as a business expense. **For help with this, contact our office.**
- Internet - If you have a business space that is separate from your home and is used for business 100% of the time, the total of your internet bill will be used as a designated business expense. If your business space is used for personal and business purposes, you will need to determine what percentage of the space is used for business and calculate that percentage of your internet bill as a business expense. For help with this, contact our office.