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

**Business Profession: Gross Sales: Business Name (if any) Employer ID #:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Operating Expenses** | **Amount** | **Description (Cont)** | **Amount** |
| **Advertising** |  | **Company Parties/Event/Food** |  |
| **Internet/Cable Fees** |  | **Uniforms & Business Laundry** |  |
| **Legal Fees** |  | **Dues, subscriptions, & Books** |  |
| **Professional Expenses** |  | **Postage/Freight/Delivery Shipping** |  |
| **Office Expenses** |  |  **Misc. Expense:** |  |
| **Supplies** |  | **Misc. Expense:** |  |
| **Rent/Lease (Equipment & Machinery)** |  | **Misc. Expense:** |  |
| **Equipment/Tools** |  | **Misc. Expense:** |  |
| **Security/Alarm Fees** |  | **Misc. Expense:** |  |
| **Insurance (Health/Life/Dental)** |  | **Misc. Expense:** |  |
| **Business/Trade Conventions** |  | **Misc. Expense:** |  |
| **Subcontractors & Contract Labor** |  | **Misc. Expense:** |  |
| **Repairs (Other than Car)** |  | **Misc. Expense:** |  |
| **Bank Charges/Merchant Fees** |  | **Vehicle Information (Only the amount used for business)** |
| **Computer Software** |  | **Enter Date business use of vehicle started: Number of Business Miles Driven: Tolls and Parking Fees:**  |
| **Licenses & Government Fees** |  |
| **Taxes** |  |
| **Travel Expenses** |  | **Gas (Auto Fuel)** |  |
| **Entertainment – Food/Beverage** |  | **Repairs (Vehicle)** |  |
| **Online/Internet Service** |  | **Insurance** |  |
| **Utilities (Power/Water etc..)** |  | **Tag & Registration Fees** |  |
| **Employee Wages/Salary** |  | **Tires/Automobile Washes/Maintenance** |  |
| **Telephone/Cell Phone** |  | **Lease/Car Note Payments** |  |

I agree that everything on the sheet is true to my acknowledgement and is based on records kept during the current year and is related expenses to my business profession.

**Printed Name: Date:**

**Signature:**