

Business Expenses Worksheet



Depreciation						
Business Name:						
Asset	Date Purchased	Cost	Date Placed in Service	Date Sold or Taken Out of Service	Selling Price	Trade-In Allowance

If this is your first year with our firm, please provide a depreciation schedule for all property placed in service in prior years.

Inventory	
Inventory at the beginning of the year	
Purchases	
Cost of labor	
Materials and supplies	
Other costs	
Minus: Inventory at the end of the year	
Total	

Car Expenses		Actual Expenses
Mileage		
Beginning of year odometer	Gas/oil	
End of year odometer	Insurance	
Business mileage	Parking fees/tolls	
Commuting mileage	Registration/fees	
Other mileage	Repairs	

Contact Us

There are many events that occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the prior year. In most situations, treatment is firmly established at the time the transaction occurs. However, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- Pension or IRA distributions.
- Significant change in income or deductions.
- Job change.
- Marriage.
- Attainment of age 59½ or 72.
- Sale or purchase of a business.
- Sale or purchase of a residence or other real estate.
- Retirement.
- Notice from IRS or other revenue department.
- Divorce or separation.
- Self-employment.
- Charitable contributions of property in excess of \$5,000.

This brochure contains general information for taxpayers and should not be relied upon as the only source of authority. Taxpayers should seek professional tax advice for more information.

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Date	Advertising	Commissions and Fees	Contract Labor	Employee Benefit Programs	Insurance (other than health)	Interest	Legal and Professional Fees	Office Expense	Pension and Profit-Sharing Plans	Rent or Lease	Repairs and Maintenance	Supplies	Taxes and Licenses	Utilities	Wages	Other
Totals																

Travel Expenses			
City Visited (for per diem)	# of days	Travel Expenses	
		Airfare	
		Bus, train, taxi	
		Lodging	
		Parking & tolls	
		Meals (actual receipts)	
		Other:	

Business Use of Home			
All Taxpayers	For Daycare Only		
	Hours used for daycare	Total hours in year	
Business use are (square footage)			8,784 hrs
Total area of home (square footage)			
Mortgage interest			
Property taxes			
Insurance			
Rent			
Depreciation of the Home			
Lower of cost or FMV			
Value of land			