**SMALL BUSINESS WORKSHEET**

**Client: ID # TAX YEAR**

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| **ORDINARY SU** | **PPLIES** | | |  | The Purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not Include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable. | | |
| Advertising |  | |  |  |
| Books & Magazines |  | |  |
| Business Cards |  | |  |
| Bank Charges |  | |  |
| CD, DVD Blanks |  | |  |
| Client Gifts |  | |  |
| Continuing Education |  | |  | **MAJOR PURCHASES** | | |
| Insurance: Bond |  | |  | Computer Equipment |  | |
| Insurance: Business |  | |  | Faxes |  | |
| Insurance: Liability |  | |  | Cell Phone |  | |
| License & Permits |  | |  | PDAs |  | |
| Payroll Wages |  | |  | Storage |  | |
| Payroll Wages (your chil | d) | |  | Desk |  | |
| Payroll Expense |  | |  | Chairs |  | |
| Workmens Compensati | on | |  | File Cabinets | | |
| Employers Social Secur | ity | |  | Scanners |  | |
| Employers Medicare |  | |  | Software |  | |
| Office Expense |  | |  | Television--Office use |  | |
| Professional Fees: Legal |  | |  | Laser Printers |  | |
| Professional Fees: Tax | Prep | |  | Color Printers |  | |
| Repairs |  | |  | Network Equipment |  | |
| Replacements |  | |  | Laptop Computer |  | |
| Seminars |  | |  | Storage Devices |  | |
| Supplies |  | |  | Cabinets |  | |
| Briefcase |  | |  | Cable Modems |  | |
| Cable/DSL Service |  | |  | Other |  | |
| Online Service |  | |  | Other |  | |
| Telephone: Cell |  | |  | Other |  | |
| Telephone: House |  | |  | **BUSINESS USE OF THE HOME** | |  |
| Telephone: Pager |  | |  | Total Square Ft. of Home |  | |
| FUTA |  | |  | Business Area of Home |  | |
| SUTA |  | |  | Business Hours (Total for Year) |  | |
| Small Tools |  | |  | Home Mortgage Interest |  | |
| Dues |  | |  | Property Taxes |  | |
| Other |  | |  | Hazard Insurance |  | |
| Total |  | |  | Rents |  | |
| **VEHICLE & TRAVEL** |  | |  | Allocated Expenses (Subject to % of Business Use) | | |
| Total Mileage of Vehicle |  |  | | Cleaning Service |  | |
| Total Business Mileage |  |  | | Maintenance & Repairs of Home |  | |
| Lease Vehicle Cost |  | |  | Utilities: Cable |  | |
| Interest on Vehicle |  | |  | Utilities: Electric & Gas |  | |
| Insurance on Vehicle |  | |  | Utilities: Sewer, Water & Trash |  | |
| License Plates of Vehicle |  | |  |  |  | |
| Conventions |  | |  | Other |  | |
| **OTHER INFORMATION** |  | |  |  |  | | |
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