## SMALL BUSINESS WORKSHEET

## Client:

ORDINARY SUPPLIES	
Advertising	
Books & Magazines	
Business Cards	
Bank Charges	
CD, DVD Blanks	
Client Gifts	
Continuing Education	
Insurance: Bond	
Insurance: Business	
Insurance: Liability	
License & Permits	
Payroll Wages	
Payroll Wages (your child)	
Payroll Expense	
Workmens Compensation	
Employers Social Security	
Employers Medicare	
Office Expense	
Professional Fees: Legal	
Professional Fees: Tax Prep	
Repairs	
Replacements	
Seminars	
Supplies	
Briefcase	
Cable/DSL Service	
Online Service	
Telephone: Cell	
Telephone: House	
Telephone: Pager	
FUTA	
SUTA	
Small Tools	
Dues	
Other	
VEHICLE & TRAVEL	
Total Mileage of Vehicle	
Total Business Mileage	
Lease Vehicle Cost	
Interest on Vehicle	
Insurance on Vehicle License Plates of Vehicle	
Conventions	
OTHER INFORMATION	

ID #

TAX YEAR

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. **MAJOR PURCHASES** Computer Equipment Faxes Cell Phone PDAs Storage Desk Chairs **File Cabinets** Scanners Software Television--Office use Laser Printers **Color Printers** Network Equipment Laptop Computer Storage Devices Cabinets Cable Modems Other Other Other **BUSINESS USE OF THE HOME** Total Square Ft. of Home Business Area of Home Business Hours (Total for Year) Home Mortgage Interest **Property Taxes** Hazard Insurance Rents Allocated Expenses (Subject to % of Business Use) Cleaning Service Maintenance & Repairs of Home Utilities: Cable Utilities: Electric & Gas Utilities: Sewer, Water & Trash Other