

WORKSHEET FOR BUSINESS EXPENSES

Describe the type of business \_\_\_\_\_

Gross Receipts \$ \_\_\_\_\_

Expenses:

- Advertising \_\_\_\_\_
- Bank Fees \_\_\_\_\_
- Insurance (liability) \_\_\_\_\_
- Interest ( business only) \_\_\_\_\_
- Legal fees \_\_\_\_\_
- Office expense (include postage here) \_\_\_\_\_
- Rent (business only ) \_\_\_\_\_
- Small tools \_\_\_\_\_
- Taxes ( business only) \_\_\_\_\_
- Travel ( hotels/air fare) \_\_\_\_\_
- Meals \_\_\_\_\_
- Promo/gifts \_\_\_\_\_
- Utilities \_\_\_\_\_
- Cell Phone ( business % \_\_\_\_\_) \_\_\_\_\_
- Make, model and year of car used for business \_\_\_\_\_

\_\_\_\_\_  
Total miles driven all year on vehicle ( personal and business)

Business miles Jan -June 30<sup>th</sup> \_\_\_\_\_  
July 1<sup>st</sup> – Dec 31<sup>st</sup> \_\_\_\_\_

Equipment placed in service in current year

Date purchased	Cost	Business %
1) ____/____	\$ _____	_____%
2) ____/____	\$ _____	_____%
3) ____/____	\$ _____	_____%
4) ____/____	\$ _____	_____%

If using a computer for business please determine the business % \_\_\_\_\_

Cost of computer and equipment \$ \_\_\_\_\_  
Year purchased \_\_\_\_\_