

# Business Expenses (S-Corp/C-Corp/LLC/DBA/Self-Employed)

**Customer Name** \_\_\_\_\_ **Tax yr** \_\_\_\_\_

**Business Name** \_\_\_\_\_ **EIN#** \_\_\_\_\_

**LLC/dba**                      **Partnership**                      **S-Corp**                      **C-Corp**

**INCOME (total)**                      \$ \_\_\_\_\_                      Gross Income (before expenses)  
*include all 1099's*

## DEDUCTIONS

Cost of Goods Sold (cost of items you reported above)	\$				\$
Refunds/returns	\$	Repairs/Maint. Equipment or buildings			\$
Advertising	\$	Sales and Promotion			\$
Commissions/fees	\$	Oil/gas for equip only			\$
Contract Labor	\$	Dues & Subscriptions			\$
Insurance (Not Health)	\$	Salaries (W2's)			\$
Interest	\$	Payroll Taxes			\$
Legal & Prof fees	\$	Small Tools & Equipment			\$
Office supplies	\$	Janitorial			\$
Office Rent	\$	Telephone/Internet			\$
Equipment Rent	\$	Utilities (office only)			\$
Storage/rent	\$	Bank/Merchant fees			\$
Supplies/Materials	\$	Delivery/Postage			\$
Sales Tax	\$	PPE, safety gear, footwear			\$
Business Property Tax	\$				\$
Travel/Lodging	\$				\$
Meals	\$				\$
Security	\$				\$

Auto, home and major purchases on separate sheet

# Home office - Auto Use for Business - Depreciation

Customer Name \_\_\_\_\_

Tax yr \_\_\_\_\_

Business Name \_\_\_\_\_

EIN# \_\_\_\_\_

## Auto Use

Yr, Make, Model \_\_\_\_\_

Starting Odometer \_\_\_\_\_

Ending Odometer \_\_\_\_\_

Total miles driven  
total for the year \_\_\_\_\_

Total miles only for  
business \_\_\_\_\_

Parking & Tolls \_\_\_\_\_

## Auto Use

Yr, Make, Model \_\_\_\_\_

Starting Odometer \_\_\_\_\_

Ending Odometer \_\_\_\_\_

Total miles driven total  
for the year \_\_\_\_\_

Total miles only for  
business \_\_\_\_\_

Parking & Tolls \_\_\_\_\_

## Home office use

Date started using \_\_\_\_\_

Total Square ft \_\_\_\_\_

Total office sq ft \_\_\_\_\_

***All expenses are based on length of time used  
for business***

Utilities \_\_\_\_\_

Property Taxes \_\_\_\_\_

Home/renters  
Insurance \_\_\_\_\_

Mortgage Interest \_\_\_\_\_

Repairs \_\_\_\_\_

Apt/House Rent \_\_\_\_\_

## Big Items to depreciate

Item desc. \_\_\_\_\_

Purchase date \_\_\_\_\_

Amt paid \_\_\_\_\_

Item desc. \_\_\_\_\_

Purchase date \_\_\_\_\_

Amt paid \_\_\_\_\_

Item desc. \_\_\_\_\_

Purchase date \_\_\_\_\_

Amt paid \_\_\_\_\_

Item desc. \_\_\_\_\_

Purchase date \_\_\_\_\_

Amt paid \_\_\_\_\_