

Expense List for Self – Employed Individuals

Your name:.....
 Business Name (DBA).....
 Business Activity.....
 Tax Year.....

Total Gross Receipts \$ _____

<u>A. Expenses</u>	<u>Amount</u>
1. Advertising	\$ _____
2. Office expenses	\$ _____
3. Bank fees	\$ _____
4. Legal and professional consulting	\$ _____
5. Equipment rent.....	\$ _____
6. Insurance (Workers Compensation, Liability, etc.)	\$ _____
7. Licenses and permits	\$ _____
8. Repair (equipment)	\$ _____
9. Parking and tollways	\$ _____
10. Telephone	\$ _____
11. Small tools.....	\$ _____
12. Materials.....	\$ _____
13. Meals and entertainment	\$ _____
14. Uniforms.....	\$ _____
15. Laundry, upkeep (uniforms).....	\$ _____
16. Outside services/ subkontractors.....	\$ _____
17. Other expenses:	
a.	\$ _____
b.	\$ _____

B. Automobile Expenses:

1. If you deduct actual expenses specify:
 - gasoline and oil \$ _____
 - repair and maintenance..... \$ _____
 - car wash
 - registrations..... \$ _____
 - insurance..... \$ _____
 - loan interest..... \$ _____
2. If you deduct miles specify:
 - odometer reading as of January 1st
 - odometer reading as of December 31st.....
 - total miles driven
 - business miles during this period
 - is the vehicle purchased _____ or leased _____

C. Additional Expense List for Transportation Workers

- 1. Truck insurance \$ _____
- 2. „DOT” inspections \$ _____
- 3. „Heavy Vehicle Highway Use Tax” \$ _____
- 4. „IFTA” \$ _____
- 5. Loan interest (truck and trailer) \$ _____
- 6. Transportation registration and plates \$ _____
- 7. Medical examinations (occupational) \$ _____
- 8. Meals-per diem rates allowances _____

D. List of Assets

Description	Date of purchase	Cost of purchase
1.....	\$ _____
2.....	\$ _____

E. Additional information

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I do hereby certify that all the information provided to the tax preparer is true and correct. I agree that all business expenses are not for private use and I take full responsibility for the information and I keep receipts to support the expenses in case the IRS request supporting documents. This information and data is true, correct and complete to the best of my (our) knowledge. This information and data was supplied to be used for sole purpose of preparing my tax return. All information and data can be substantiated by canceled checks, receipts, records, federal and state employment forms and other documentation.

Signature _____ Date _____

Telephone _____